



## **VALUES**

Mercy, Justice, Compassion and Service.

## **REFLECTIVE MATERIAL**

Medications and The School Child  
Schools Operations Manual

## **RATIONALE**

It is necessary for staff to assist in the maintenance of student's well being. Consequently, teachers are responsible for taking part in this duty of care to all children.

## **POLICY**

At St Mary's Catholic Primary School we recognise the professional obligation and duty of care with regard to the physical well being of our students. To ensure that this happens, the staff, where appropriate, assist children who are in need of first aid attention or who require assistance with the taking of medication.

## **GUIDELINES/CONSEQUENCES**

### **STAFF:**

Sufficient staff trained (preferably all) to an appropriate level of competency in first aid.

All staff to administer first aid according to their knowledge and ability.

All teaching staff to have access to CPR training and updates as required.

### **Responsibilities of the staff include:**

- Maintain first aid supplies
- Maintain sick bay
- Ensure that emergency numbers are displayed and accessible to all staff
- Ensure that First Aid emergency procedures are displayed in the sick bay
- Maintain student medication management records.

During school camps and excursions a qualified first aid person should be appointed to take responsibility for the administration of medication and first aid.

In emergency situations the school will contact local doctors and call for an ambulance when necessary. Parents will be notified as soon as possible.

Concerning head injuries, if there is any doubt about the child's well being, parents will be contacted immediately.

Individual student information records should be updated at the start of each year.

## **STUDENTS AND PARENTS**

Parents are urged not to send sick children to school.

Class teachers should know of any medication being taken by a child and know that parents have completed the appropriate paperwork available from the school office to ensure that medications are administered correctly.

Children requiring medication must bring written instructions signed by a parent to show the classroom teacher.

Any drugs that are brought to school must be stored in the staffroom refrigerator and staff will assist children in the administration of medicine. Staff will measure medicine; however the children will need to take the medication themselves with the exception of asthmatic sprays, which may be kept by the children who are trained in their use.

Parents must advise the school of any new ongoing medication that may arise during the year.

Emergency numbers need to be current and parents are responsible for this process.

Children must hand medicines to the class teacher.

Each child with asthma requires an Asthma Management Plan to be formulated by a doctor in consultation with parents and given to the school. Similar plans for other medical conditions such as Epilepsy and severe allergies are also required.

## **RESOURCES**

The sick bay is located adjacent to the main office.

First aid supplies are kept in unlocked cupboards/drawers in the sick bay.

No medications are kept in the sick bay.

First aid emergency posters/procedures should be displayed in the administration office, staffroom and sick bay.

A large portable first aid kit is maintained for use during camps and excursions. This is located in the administration office.

## **STUDENTS CARE**

The transfer of students to the sickbay from the classrooms or schoolyard are accompanied supervised and monitored while in the sickbay.

A record of the sickbay attendance and action taken is recorded in the First Aid Notice or School Accident Report Book.

A copy of the first Aid report is sent home to parents with student.

The distribution of medicine is recorded on the student Authority to Administer Medication at time of administering the medication or the administering medication book in the sickbay.

All student medications are labeled and stored in a locked cupboard.

Asthma medication is stored in the sickbay cupboard.

EpiPens are place on top of the first aid wall kit in the sickbay

First aid facilities and resources can be clearly identified and maintained.

Students are supervised by a staff member at all times while in the sickbay.

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