

Student Health

Reviewed: August 2016

Outcomes

Students with a medical condition requiring the administration of prescribed medication, during school hours, are able to attend school.

Students who require first aid and medication are appropriately and safely cared for.

Introduction

All medications, except for asthma puffers and Epipens, must be handed to the school office upon arrival at school or when detected. Asthma puffers and Epipens may be kept by students if parents have completed DET application form or may be stored at the office. Medications will be held securely until collected by the student's parent(s).

Prescribed medications at school

Parents must complete the "*Request for administering prescribed medication to the student*" form for the prescribed medication to be administered at school. This request must clearly state the:

- student details
- medication to be administered and expiry date
- dose to be administered
- time/s of administration and
- be signed and dated

Medication should be given to school, and kept in, its original packaging. Parents/carers are required to divide tablets if a student dose is not a full tablet.

A health plan must be developed in consultation with parents (and medical practitioner if relevant) for students who have severe health needs and/or who require regular medication. A copy of the health plan is kept in the sick bay. A data base is kept of students who require and/or receive regular medication. This is displayed in appropriate places such as the sick bay, canteen, classrooms and staffroom. Class teachers receive a copy of health plans for students in their class. The class teacher should keep a copy of the health plan with the class roll and casual folder.

Class teachers are responsible to ensure medications are taken on excursions and other off-site activities, and are administered to students correctly. The sick bay has a register for teachers to use for signing medication out and in when a class is attending an excursion.

Staff receive training in the administration of Epipens for students who have **anaphylaxis**. Staff receive training in the administration of asthma puffers for students who have **asthma**. The school is an "Asthma Friendly" school.

All medications will be stored and administered at the school sick bay unless the student has to have the medication with them, for example asthma puffers or Epipens, or the student is attending an off-site activity and the responsible teacher has the medication. A register is maintained at the school sick bay of medications administered. Teachers should complete this register upon returning to school if medication has been administered during an off-site activity.

Medications must be kept in a secure location until the time of administration. Medication is not to be administered unless:

- the parent/caregiver has provided a signed/dated written request
- the medication is administered in accordance with the instructions given by the student's parent or caregiver
- a staff member has volunteered to administer or supervise the self-administration
- the medication is clearly identified by label and in its original packaging
- the administration of the medication is supervised by a member of staff
- the administration of the medication is recorded in the sick bay register

- **Analgesics** (pain killers) are not to be administered to students by school staff unless written permission or email has been received from parents/carers.

Students with **asthma** are able to have their medication on their person.

Parents are to provide the school with an asthma management plan and signed/dated written permission for the student to use the asthma medication. A copy of the asthma management plan is kept in sick bay. A data base is kept of students who have been identified by parents as having asthma. This is displayed in appropriate places such as the sick bay, canteen and staffroom. Class teachers receive the names and medical details of all students with asthma management plans. The class teacher keeps a copy of the names of students with an asthma management plan with the class roll and casual folder.

Class teachers are responsible to ensure asthma medications are taken on excursions and other off-site activities, and returned to the sick bay after the activity. The sick bay has a register for teachers to use for signing medication out and in when a class is attending an excursion.

First Aid

Staff receive up-to-date training in anaphylaxis, asthma, CPR and Emergency Care. In addition, some staff members receive First Aid training. All staff are able to provide basic first aid to students. All staff have a duty of care to provide basic first aid should the need arise. The school has a designated first aid room (sick bay). Universal health care, hygiene and infection control measures are implemented and adhered to.

Portable first aid kits are available for excursions and other off-site activities, and contain an asthma puffer and portable 'spacer'. Class teachers are responsible to ensure first aid kits and student medication (including Epipens) are taken on excursions and other off-site activities. A second/spare ("general use") Epipen must be taken on excursions in case a student suffering an anaphylactic reaction does not respond to the first dose after 5 minutes and a second dose is required, if an Epipen misfires, or if a student who has not previously been diagnosed with the condition shows signs of anaphylaxis.

Students who become **unwell** at school are transferred to the care of parents as soon as possible, if required.

Procedures:

- All treatment of students is recorded in the register maintained in the sick bay.
- Sick bay staff, in consultation with the class teacher/Deputy Principal (Student Welfare) if needed, contact parents/carers by telephone and request the unwell student be collected as soon as possible.
- Class teachers are informed by sick bay staff if a student goes home or needs to remain in sick bay.
- Students are returned to class as soon as appropriate, if not being collected by a parent/carer.
- An ambulance is called for all life-threatening illnesses, even after first aid has been administered (eg: an anaphylactic reaction and/or severe asthma).
- If a student is suffering an anaphylactic reaction and does not respond to the first dose of Epipen after 5 minutes a second dose is administered.
- After school care providers are notified of any illness and subsequent treatment if appropriate.

Students who have an **accident** at school are referred to the sick bay by class teachers or teachers on playground duty.

Procedures:

- All treatment of students is recorded in the register maintained in the sick bay.
- Parents are contacted by telephone immediately when a head injury or serious accident (eg: broken bone) has occurred.
- Sick bay staff in consultation with the Deputy Principal (Student Welfare) if needed, contact parents/carers by telephone and request the injured student be collected as soon as possible.
- Class teachers are informed by sick bay staff if a student goes home or needs to remain in sick bay.
- Students are returned to class as soon as appropriate, if not being collected by a parent/carer.
- An ambulance is called when the accident cannot be treated effectively at school or by parents.
- After school care providers are notified of any accident and subsequent treatment if appropriate.
- An accident report is completed for serious accidents and accidents requiring follow-up medical attention. The sick bay personnel will consult with the Deputy Principal (Student Welfare) to determine when an accident report needs to be completed, and will fill in the first page of the report. The Deputy Principal (Student Welfare) will ensure the form is completed by all relevant parties.
- A serious incident report is completed when there has been an interruption to school routines. The Deputy Principal (Student Welfare), in consultation with the Principal, will ensure the form is completed.