Medication and First Aid Guidelines and Procedures

Reviewed: 2024

Mel Maria Catholic Primary School prioritises the safety and wellbeing of all students and is committed to promoting and supporting safe and inclusive learning environments. Catholic schools ensure the appropriate and responsible use of medicinal drugs and prohibits the possession, used, and/or distribution of illegal drugs, alcohol, tobacco products or drug/smoking-related equipment. When students require individual support or intervention due to risk, safety or health, Catholic schools ensure students have individual management plans, co-designed with relevant health professionals. CEWA employees are appropriately trained and competent in matters relating to student safety and health.

Scope

- This procedure applies to all students in Pre-Kindergarten to Year 6.

Principles

1. The immunisation status of each child will be checked upon entry into Pre-Kindergarten, Kindergarten, Pre-Primary and Primary School.
2. The parent of any child with a serious medical condition requiring urgent medical attention needs to contact the school administration and fill out the necessary documentation. The Leadership Team and class teacher needs to also be notified.

Medication Procedures

- Prescribed medication is to be stored in the medical cupboard in the office. Access is restricted to staff only.
- All medication should be in original packaging, clearly showing the name of the medication, student's name, dosage, expiry date and frequency of dosage.

Parents/Carers:

- Where possible, student medication should be administered at home at times other than during school hours.
- Understand that no medication will be administered in school hours except by prior written agreement (complete a *Student Medication Request Form* – attached).
- If a child has medication needs, complete the relevant form and return it to school administration with the required medication:
    - Short-term medication needs: *Student Medication Request Form.*
    - Diabetes: *Diabetes Management Plan* from Diabetes WA.
    - Anaphylaxis: *Anaphylaxis Action Plan* from the Australian Society of Clinical Immunology and Allergy (ACSIA).
    - Asthma: *Asthma Action Plan* from National Asthma Council Australia.
    - Epilepsy: *Epilepsy Action Plan.*

Please note: Staff will only administer medications if parents/carers have provided staff with a signed '*Student Medication Request Form* or *Action Plan*'.

- Ensure that all medication is labelled correctly, has not expired, and sufficient quantities are supplied for the student's needs.
- Inform the school administration if there are any changes to the health needs or medication requirements of a child.
- Educate the child about their allergies and how to minimise the risk of exposure (e.g., not sharing food if allergic to food, or taking precautions when outdoors if allergic to insects).

Administration Officer:

- Seek information from the parent/carer about medical needs that affect their child on enrolment (Student Information Form) and as part of regular health updates. Ensure this information is regularly updated on AoS and SEQTA and retain signed copies of all documentation including immunisation records on the student's school profile.
- Ensure that the parent/carer supplies the school with a *Student Medication Request* form or an up-to-date action plan completed by the student's doctor or nurse practitioner.
- Safely store medication with *Student Medication Request* form or action plan in the medical cupboard. Access is restricted to staff only.
- Safely store all controlled substances (such as Ritalin, dexamphetamine, oxycodone, fentanyl) with *Student Medication Request Form* in locked administration cupboard. Access is restricted to administration staff only.
- Inform teachers of student medical needs and associated documentation and ensure a copy is included in the relief files.
- Accurately record medication given to students (*Student Medication Record Form* attached). For controlled substances, ensure the administration of medication is witnessed and co-signed.
- Regularly check and update first aid supplies.

School Staff

- Know which students have medical needs and be familiar with action plans/ medication requirements.
- Plan ahead for special activities (e.g., art, cooking, sport days, special occasions, incursions and excursions) and liaise with parents/carers in advance. Students who require health care support may be at increased risk when engaged in off-site activities such as excursions and camps. When planning these activities, health care plans should be reviewed in the context of the particular activity.
- Be aware of the possibility of hidden allergens in foods, particularly in art or cooking classes.
- Ensure that first aid and medication needs are considered in risk assessment planning for excursions/ off-site retreats/ camps. Ensure medical boxes/ first aid kits go on excursions.
- When on duty, be vigilant and step into any situation that can be seen as unsafe play, redirecting the student to other play areas after warning of the possible danger/s.
- For first aid:

- If an incident occurs on duty, the staff member assesses any injuries and determines if first aid is required in the administration.
- First aider assesses the student and follows first aid procedures to determine if further treatment/ parent contact is required.
- Staff member on duty informs class teacher of the incident.
- Parents/carers will be notified by phone if the injury is more than a simple graze or knock. Parents/carers will be notified if students have sustained any head/eye injury.

Principal

- For students whose health care needs can be supported using the resources available to the school, the principal will:
  - Request parents/carers to complete a standardised management and emergency response plan, or provide an alternative plan from their child's medical practitioner;
  - Arrange the training necessary to enable staff to support student health care.
- Encourage parents/carers to work in partnership and cooperate in providing the necessary health information and/or medication required.
- Manage confidentiality of student health care information.
- Verify that an adequate number of staff have completed training in first aid, asthma and anaphylaxis.
- If the incident is deemed a *Reportable Incident*, complete required documentation to notify Catholic Education Western Australia.

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Student Medication Request/ Record Form Temporary Use

Where possible, student medication should be administered by the student or be administered by the parent/ guardian at home in times other than school hours. As this is not possible in all instances, before the Principal approves school staff to administer prescribed medication to students, the following requirements must be met:

1. The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students.
2. The doctor is to provide in writing any additional information to staff regarding special requirements that may exist in the administration of the medication.
3. The doctor should provide in writing all information of any side effects of medication and consequences of providing medication when it is not necessary.

Prescribed student medication is to be presented to the Principal and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency.

I, _____ being the parent/ guardian of _____ request that

Mel Maria Catholic Primary School administer the following medication as prescribed by Dr _____

_____ for the purpose of treating the medical condition _____.

NAME OF MEDICATION: _____

DOSAGE: _____

TIME TO BE TAKEN: _____

ANY ADDITIONAL COMMENTS

_____

_____

_____

_____

_____ _____

(Signature of Parent/Guardian) (Date)

_____ _____

(Signature of Principal) (Date)

Record of Medication Supplied/Administered

Date: _____

Quantity of Medication Supplied: _____

_____ (Signature of Parent/Guardian)

_____ (Signature of Administration Officer)

Date	Time	Dosage Administered	Administration Officer Signature