

HIGHVIEW COLLEGE FIRST AID POLICY



Person Responsible – Director of Pastoral Care

Rationale

Highview College recognises that students may need to take prescribed medications during school hours and is therefore committed to the provision of a system that facilitates this practice safely.

Aims

The College is committed to the practice of not providing over the counter medications to students upon demand.

Implementation

- The College will obtain written advice on a Medication Authority Form for all medication to be administered by the school. The form should be completed by the parent/guardian ensuring that the medication provided has a pharmacy dispensary label.
Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the student's management plan.
- A safe and secure area is provided for the storage of medicines.
- Staff and parents are informed about the Administration of Medication Guidelines.
- Appropriate staff are trained in the administration of medication.
- Parents need to keep the College up to date and informed of any serious medical conditions their child/children may be suffering.
- Teachers are reminded to consider the administration of medication in their planning for College activities.
- Procedures have been developed to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
- Students are informed that sharing of medication is not allowed.
- A log will be kept by the Student Services Officer of the names of students who are required to take medications on a long-term basis.
- Appropriate staff members are identified to administer medication at Reception and on excursions and camps.
- All unused medicines will be returned to parents with the exception of expired medication, which is disposed of through the local pharmacy.
- The College has an exemption under the regulations to stock asthma inhalers and generic EpiPens in cases of emergency.

Note: It is not the school's role to interpret behaviour in relation to a medical condition or to monitor the effects of medication.

Highview College does not store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.

Highview College does not allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.

Staff members should:

- not administer over-the-counter medications to students at any time unless they have written permission from a parent or guardian
- not give medication provided for one student to another student
- call the Poisons Centre immediately if a child is administered the incorrect medication.

Parents/Guardians should:

- not provide medications to their child to be stored in bags or locker
- complete and return the Student Medical Report prior to their child starting each school year
- provide a written request to have medication administered to their child/children by completing a Medication Authority Form.
- ensure the medication is provided in the original container obtained from the pharmacist or medical practitioner
- indicate the specific times at which medication is to be administered
- consider the possibilities of parent administering the medication outside of school hours
- if applicable, provide an anaphylaxis/asthma/diabetes management plan for their child at the beginning of each year completed by their medical practitioner
- for students with asthma, anaphylaxis and/or diabetes, a separate plan should be provided when the student attends overnight camps

Medication Error

If a student has taken a medication incorrectly the College will respond by following emergency first aid procedures.

- If needed the College will ring the **Poisons Information Line, 13 11 26** and give details of the incident and student.
- First Aid staff will act immediately upon their advice, such as calling an ambulance, on 000, if advised to do so.
- Parents/guardians or the emergency contact person will be notified of the medication error and action taken.
- A review of medication management procedures at the school will be held in light of the incident.

Policy updated by Aileen Thomas – 2013

Policy updated by Marion Martin – 2016

Policy updated by Marion Martin 2017