

Health and the Distribution and Monitoring of Medications

Responsibility: Deputy Principal

Students who are ill should be allowed to leave class, with a suitable explanatory note, and then report to the Main Administration Office, where the following will occur:

- Each child is assessed by a member of the Administration Staff (NB: all staff members at the school are holders of a current Senior First Aid Certificate). If a child is deemed sufficiently unwell, parents/guardian will be contacted to take the child home. If the illness is minor, or parents are uncontactable/delayed, the child will be settled in the Sick Bay. All details concerning the illness are recorded in PC School.
- Children who present with an asthma attack may be given a school puffer/spacer, if a personal one is unavailable, or, in severe cases, an ambulance is immediately contacted. Parents are immediately advised. An Asthma Management Plan from the student's medical practitioner must be given to administration staff and updated annually.
- In the event of an accident, assessment may be made on the field/location, or an ambulance immediately called if the child is unable to be moved to Sick Bay for assessment. An ambulance ramp is available near Sick Bay. In the event of a parent being uncontactable/delayed, a member of the administration staff accompanies the child in the ambulance, and remains with the child in hospital until the parent/guardian arrives.
- Each year, information re a child's medical status must be renewed. If a parent/ guardian advises the school that their child has a medical condition that needs management, including asthma, anaphylaxis, allergies or other ongoing conditions, a Management Plan will be supplied to the parent for completion by the child's medical practitioner. This form then needs to be lodged by the parent at the Main Administration office. Medication essential to implementing the plan must be submitted with the plan.
- At times, students may attend school and require the administration of medication prescribed by a medical practitioner. The Main Administration office staff will administer the medication during school hours in accordance with the instructions of the medical practitioner. The instructions must be as shown on the original packaging for the medication, marked with the dosage, timeframe and the name of the child or as advised in a letter provided by the medical practitioner. Medications covered by the practitioner's instructions would include but not be limited to prescribed medications and others such as an Analgesic and cough mixtures. Medications such as an Analgesic will not be dispensed to a child unless accompanied by instructions from the medical practitioner listing the child's name, dosage and the time the medication is to be given.
- Administration staff responsible for sick and injured children are trained in the treatment of anaphylactic shock especially that associated with insect stings and peanuts and the School has 2 *Epipens* available for this purpose. In the event of using this treatment, an ambulance and parents would be immediately called.
- In the event of a child being placed on long term medication, parents must first provide suitable medical details, including dosage and contact information of the doctor concerned, and, if the child's medical condition and medication changes, a new doctor's certificate/letter. A copy of this medical information, together with the child's actual medication, which is fully labelled, is then stored in a locked cupboard within the Sick Bay area. A "timetable" is kept in the Sick Bay area, notifying staff when medication should be taken. If a child does not report at the designated time, the member of the Main Administration Office Staff will collect the child from their classroom and escort them to the Sick Bay.