

MEDICAL, SICKNESS AND FIRST AID POLICY



Our College is committed to the health and well being of all students. An important part of this commitment is our student health and personal care management policy. We acknowledge that parents/guardians retain primary responsibility for their child's health care. This includes responsibilities for providing accurate, up-to-date relevant information for staff regarding children's routine and emergency health care needs.

The College does not have the facilities or training to care for sick students other than provide First Aid. If a student has recently contracted an illness, is infectious and/or needs rest and recuperation, his or her care generally is the responsibility of the family.

Senior First Aid Officers are in attendance at the College from 8.15am to 3.30pm each day.

Sickness in the Morning

If your child is sick in the morning we would urge you to keep them home until they have recovered, as viruses etc. spread easily in an environment such as a school. The Absentee Line (8292 3838) is available 24/7.

Illness or Injury at School

- ◆ If your child becomes ill or is injured at school they will be treated by the First Aid Officers.
- ◆ We will contact you if your child is sick or injured and requires medical attention or we feel it is necessary for them to go home. This will allow parents to assume responsibility for the medical assistance needed, collect the student and take him/her to the doctor of your choice. Please ensure the College is kept up-to-date with your current contact numbers.
- ◆ Any ongoing care eg. replacement bandages, dressing changes etc are the responsibility of the parent/guardian as First Aid given is for First Aid only, not on going treatment.
- ◆ In an emergency, staff will administer emergency First Aid and contact an ambulance and family contacts as required. (Ambulance cost is covered by the School's ambulance membership. The Education Department regulations prohibit school staff from transporting sick or injured children).
- ◆ When a child is being transported by ambulance, a staff member will remain with the child until the parent, guardian or emergency contact arrives. The staff member can choose whether to stay with a student over the age of medical consent (16 yrs), but must leave if requested by the student.
- ◆ If your child has been attended to by a First Aid Officer and is well enough to return to class, notification of attendance and any necessary details will be sent home via an orange form, 'First Aid Attendance'.
- ◆ Senior School students **MAY NOT** use their own mobile phone to call a parent/guardian to come to school to collect them in the case of illness. Senior students **must** report to the First Aid Officer who will then notify a parent/guardian as necessary.

Medication

- ◆ As much as possible, we encourage parents to administer medication outside of school hours, eg 3 times a day can be taken in the morning (before school), afternoon (straight after school), and bedtime, however, with correct documentation First Aid Officers may administer medication required during school hours.
- ◆ Only medication authorised by a doctor can be administered to students.

- ◆ A Medication Plan completed and signed by a **doctor** must accompany **all** medication. This includes eye drops, creams and ointments, paracetamol, hay-fever and allergy medications and other over the counter preparations and alternative medicines (vitamins and nutritional supplements).
- ◆ Medication Plans and Asthma Record Cards must be updated every 12 months, or whenever there is a change in the care needs of the student.
- ◆ **NB Staff CANNOT administer ANY medication to students without a signed Doctor's authority.**
- ◆ Medication must be provided in its original container with a label from the pharmacy attached with the student's name and dosage. Pharmacists will provide additional containers to keep extra medication at home if required.
- ◆ College staff cannot administer the first dose of any medication.
- ◆ An **adult** must bring any medication for Primary and Middle School students to the Front Office (along with the appropriate forms), where it will be stored in a locked cupboard. (Medication will only be returned to an adult). Exceptions to this must be discussed with the Principal and, if approved, specified in the "Health Care Plan", "Medication Plan" or "Asthma Record Card."

Self Medication (Senior School Students)

- ◆ Senior School students (Years 10 – 12): self medication is acceptable.
 - Senior students **may only** carry and manage their own medication (including paracetamol and other over the counter preparations) when:
 - the medication does not have special storage requirements such as refrigeration
 - there is no potential for unsafe access to the medication by other students (for example student lockers). The School may prevent senior students from carrying their own medication if there is any concern about the safety of either the student or other students
 - notwithstanding this, it is the student's responsibility to keep medication secure
 - the medication is in an original pharmacy-labelled container
 - only the daily requirement of medication is brought to school
 - if a senior student is observed self medicating by a staff member, the staff member may ask to see the original pharmacy container or check with a parent/guardian
 - it is the responsibility of staff and students to respect others' medication
 - the school **must** be notified if a student is self medicating and provided with a **Medication Plan** completed and signed by a doctor.
 - Self medication is **NOT** permitted during school camps.
 - Students **MUST NOT** give medication to other students, including over the counter preparations such as pain relievers.

Medication on Camps

If your son or daughter attends a school camp during the year and needs to take medication with them on the camp, the same policy applies as outlined above for the administration of medication at school.

Medication (prescription, non-prescription and alternative) can only be administered to students on camp when it is accompanied by a Medication Plan completed by a doctor. It is NOT sufficient to send medication with a note from a parent. This includes paracetamol, hay-fever and allergy medications and other over the counter preparations and alternative medicines (vitamins and nutritional supplements). Blank Medication Plan forms which must be completed and signed by a doctor can be obtained from the First Aid Officers or downloaded from the College website. This form must be returned to school prior to the camp, if your child is to bring medication on camp. If your child suffers from asthma and we do not have a current Asthma Record Card, please arrange for your doctor to complete an Asthma Record Card. If your child is on preventer medication, please ensure the necessary details are included.

During camp all medication will be kept secure by staff (including Senior School Camps). For the safety of every student, **campers ARE NOT permitted to keep medication in their luggage.** Medication must be provided in the original pharmacist container with a label from the pharmacy and handed from a parent to a staff member.

Asthma

- ◆ All students who have asthma must have an Asthma Record Card filled out by a registered **doctor**.
- ◆ All Asthma puffers must have the pharmacist's label, with the **child's** name, on the puffer not on the box.
- ◆ Asthma puffers are to be stored in the First Aid Room, however if a student needs to carry their reliever puffer with them, we require that the doctor clearly specifies this on the "Medication Plan" or "Asthma Record Card".

Routine Health and Personal Care Support

- ◆ Some students may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents/guardians must provide written information from their doctor. This must outline specific care needs. Forms are available from the College for a range of health conditions and needs, including:
 - General Health Information
 - Asthma
 - Epilepsy
 - Diabetes
 - Anaphylaxis (severe allergy)
 - Cystic Fibrosis

It is the responsibility of the parent/guardian to request the appropriate forms and ensure all forms are completed by a doctor and returned to the school.

Emergency Contacts and Medical Information

- ◆ Parents are requested to confirm a "Medical & Health Information" form at the beginning of each year for each child. Please return this promptly.
- ◆ Emergency contacts and medical information are stored in our database for each student. It is important that this information is kept up to date with regard to changes in address, contact numbers, medical conditions, doctors etc. Please inform the school of any changes.
- ◆ If your child has an accident or becomes unwell, this information is used to contact you.
- ◆ **Additional information** is required for condition specific needs such as **diabetes, epilepsy, cystic fibrosis, severe asthma and severe allergies** etc. A meeting may be arranged between relevant school staff and parents to create a **Health Support Plan**.
- ◆ Parents are asked to contact the College in cases where children contract or are in contact with communicable diseases.

First Aid Officers

Mrs Ros Argent

Mrs Maria Mclver