

First Aid and Administering Medication – Procedures

Our Vision

'ONE IN CHRIST'

Our Mission

At St Joseph's Primary we will

- Give witness to Christian values
- Respect the dignity and sacredness of each student
- Work with the parents to build up within the child an awareness of the presence of God
- Endeavour to discern and fully develop the potential of each student
- Foster a love for learning
- Create a happy, accepting and enriching environment



PURPOSE AND SCOPE

Care of people and concern for their welfare are integral to the ethos of St Joseph's Primary School. This school is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, students and others who are legally present on our premises and in our workplace. In keeping with this commitment, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at school.

POLICY FRAMEWORK, CONTENT AND COMMITMENT

St Joseph's Primary School recognises that it has a duty of care and is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety and welfare of students, workers, volunteers and other people who provide services to the school.

To meet these social and moral responsibilities and to meet our commitment under the legislation, we will provide resources including finance for first aid facilities, first aid equipment including a Portable Defibrillator (held in the school sick bay, accessible at all times and clearly labelled) and appropriate training, policies and procedures. St Joseph's Primary School will be responsible for maintaining records of staff training in first aid and CPR/emergency care and collating injury and illness records and information.

DEFINITIONS

- The School - St Joseph's Primary School, Port Macquarie.
- Brain Injury - Damage to any of the structures of the head as a result of trauma.
- Concussion - A concussion is an injury to the brain that results in temporary loss of normal brain function. It usually is caused by a blow to the head. In many cases, there are no external signs of head trauma.
- Compass - The student information system used by schools in the Diocese of Lismore. Compass is an integrated student management system for administration, reporting, communication and managing student data within the education sector.
- Medication - means a drug prescribed by or used on the advice of a medical practitioner and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life. Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, attention deficit hyperactivity disorder (ADHD), or other conditions diagnosed by a medical practitioner.

IMPLEMENTATION

The Principal and any person acting in the capacity of Principal of the School is responsible for:

- provision of first aid equipment based on an assessment of the needs of the school;
- providing access to facilities for the administration of first aid;
- providing an adequate number of workers which are trained to administer first aid at the workplace;
- determining the number of personnel trained in first aid;
- providing adequate and ongoing training/information for all teachers and ancillary staff as required including CPR/emergency care training;
- providing sufficient time or support for first aiders and others in charge of first aid facilities to perform their duties;
- facilitating the development of policy and procedures adapted to the particular requirements of the School;
- providing ongoing evaluation and review of the needs of the school environment;
- monitoring ongoing compliance with legislative requirements;
- maintaining a reporting and recording system for first aid including a register of injuries;

- investigating, in consultation with WHS Committee/Representative(s), incidents involving injury and illness; and
- keeping a record of employees who are trained in first aid and their level of training.

To meet the requirements of the WHS legislation a person trained in first aid will be designated as the primary first aid officer and will be responsible for:

- initial provision of first aid treatment;
- maintaining all first aid kits and the Portable Defibrillator within the School;
- maintaining first aid facilities ie. sick bays, in accordance with legislative requirements;
- administering medication; and
- ensuring they hold a current, nationally recognised First Aid qualification.

Trained personnel taking first aid kits from the school for school excursions, sports events etc. are responsible for:

- the care of excursion first aid kits;
- providing emergency care;
- recording incidents and injuries using the appropriate forms; and
- returning and restocking the first aid kit as necessary (or informing the appropriate staff of required items for restocking the kit).

The person designated as primary first aid officer will be paid an allowance for additional tasks and responsibilities, according to the Award.

Other personnel trained in first aid are responsible for the provision of first aid treatment as required and may be designated by the primary first aid officer or Principal to be in charge of the first aid kits.

While acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the level of recognised training and/or instruction that they have received.

STAFF RESPONSIBILITIES

Staff are required under the WHS Act to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Staff must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses.

In relation to first aid, staff are responsible for:

- providing basic life support and emergency care that is consistent with their current level of training; and
- reporting and recording incidents and injuries as per the School procedures.

Staff are required not to interfere with or misuse anything provided in the interest of health and safety under WHS legislation in the workplace eg. removing first aid supplies from the first aid kits and first aid facilities.

VOLUNTEERS RESPONSIBILITIES

Volunteers are responsible for ensuring they:

- are aware of the schools first aid protocols in the workplace;
- follow instructions of staff regarding first aid policy and procedures; and
- report injury/illness or near miss incidents including first aid incidents to supervising staff.

PARENT/GUARDIAN RESPONSIBILITIES

To ensure the health and safety of students at all times and to ensure that staff have necessary medical information, parents and/or guardians are responsible, in relation to their children and/or charges, for:

- keeping the school informed of any medical conditions, treatments and medical contact details;
- providing staff with appropriate information and training/instruction where medical conditions require specialised treatment; and
- updating the school on any changes in medical conditions and/or required treatments.

ADMINISTERING MEDICATIONS

Parents are responsible for:

- Asking the school to administer medication only when there are no other alternatives. That is, parents should make every effort to administer medication to students in the home.
- Ensuring medical documentation reflecting dosage is provided to the school.
- Completing and submitting the relevant medication forms from the school.
- Providing the medication in the original labelled container for temporary medication or webster pack where the medication is long term daily administration. This will include the student's name, date of birth, dosage and time to be taken.
- Ensuring the medication is not out of date.

The school is responsible for :

- Informing the school community of school procedures for the administration of medication and the management of health conditions.
- Providing information to and training for staff to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
- Holding a file copy of the original medical documentation reflecting dosage.
- Providing parents with relevant medication forms for completion.
- Providing information to, and training for staff on the administration of medication for the health conditions about which parents have notified the school.
- Developing a safe system for the storage and administration of medication.
- Keeping and storing records of all medication administered.
- Developing procedures to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
- Following protocols that incorporate safety and security considerations for students approved to self-administer medication and/or self manage a health condition.
- Reminding students (where necessary) about taking medication.

PROCEDURES

In developing a responsible Medication Plan the following strategies will be put in place:

For Prescription Medication

A written note from the doctor (or the prescription as printed by the pharmacy) indicating the following information will be required prior to administration by staff. Parent/carers are to complete and submit the school '[Medication Administered - Parent Form](#)' (available on Compass) prior to administration by staff. Parents/carers are required to complete a new 'Medication Administered - Parent Form' for any updates (any changes) to medication as soon as possible (ie. within 5 days):

- the name of the medication;
- the name of the child;
- the dosage; and
- the time(s) of administration.

Note: this information is often printed by the pharmacy and attached to the medication. The school will require the medication in the original bottle/packet for temporary prescription medication or webster pack for long term daily medication.

For Non-Prescription Medication

Parent/carers are to complete and submit the school '[Medication Administered - Parent Form](#)' (available on Compass) indicating the following information will be required prior to administration by staff. Parents/carers are required to complete a new 'Medication Administered - Parent Form' for any updates (any changes) to medication as soon as possible (ie. within 5 days):

- the name of the medication;
- the name of the child;
- the dosage; and
- time(s) and dates of administration.

All Medication

- Parents/carers will be asked to complete a medication information questionnaire online about their child's health on enrolment. This information will be kept digitally in our school Compass database.
- Each year parents/carers will be requested to update medical information, complete and submit the school '[Medication Administered - Parent Form](#)' for their child/ren.
- A **Health Care Plan** will be developed in conjunction with parents/carers for children with serious illness. A document including the child's photo and management plan will be shared with staff for reference with the parents'/carers' permission.
- Only designated staff will supervise the dispensing of medication.
- Two staff will be required to be present when dispensing medication when the school only holds medication in the original box/bottle until a webster pack is provided.
- The Office staff will use a Medication Register to record dates and times of any temporary prescription medication that is administered along with any other relevant information. This information will then be entered as a Chronicle in the Student's dashboard in Compass.
- All medication is kept in a central secured location (eg. sick bay) clearly labelled with all relevant information for the child for whom it has been provided. Parents/carers are asked to present medication to the office. Medication should not be held by children in desks, bags, lunch boxes or pockets. In the case of asthma management, please see specific areas of that policy.
- Where medication is provided and the 'Medication Administered - Parent Form' has been submitted by a parent for a student experiencing significant or acute pain (eg. paracetamol), staff are required to obtain verbal consent (phone call) immediately prior to administration of the non-prescription medication. This verbal consent is recorded in a Compass Chronicle.

PROCEDURES REVIEW

These procedures will be reviewed not less frequently than once every three years.

Procedure issued November 2024

Review date November 2027