

YARRA ROAD PS

Medication and Care Procedure

POLICY

Yarra Road Primary School is committed to implementing a culture of child safety, inclusive of all school environments, in and outside of school hours and practices zero tolerance of child abuse.

Purpose

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. The Medication and Care Arrangements are to be read in conjunction with the First Aid Policy which outlines the schools responsibility and procedure in respect of our “responsibility to provide equitable access to education and respond to divers student needs, including health care needs”.

Yarra Road Primary School has a duty of care to provide a safe work place for staff, students, volunteers, contractors and visitors.

Guidelines

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children’s health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain that all staff are trained with a Level 2 First Aid Certificate including CPR, and Anaphylaxis.
- To provide a first aid system which will be able to treat the injuries and illness of all who are under our “Duty of Care”
- To provide a first aid system which will, whenever possible:
 - o Maintain life
 - o Protect the injured
 - o Prevent further injury; and
 - o Promote rapid recovery

Implementation

- Yarra Road Primary School Council will include within its annual budget, an appropriate amount for annual purchase of first aid materials, equipment and training of staff in first aid. A comprehensive supply of basic first aid materials will be stored in the first aid room.

- Staff are to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- The First Aid room will be operational at all times during the normal school day
- Yarra Road Primary School recognises that in addition to basic first aid training staff require training in anaphylaxis, asthma, diabetes and epilepsy
- All staff to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications: A register with of staff including their qualifications and dates that training was completed and valid will be kept up to date.

Site Characteristics	Minimum first aid requirements	
Less than 50 employees (and students)	1 first aid officer	1 first aid kit
50 - 199 employees (and students)	2 first aid officer	4 first aid kits
200 - 399 employees (and students)	4 first aid officers	6 first aid kits
400 - 599 employees (and students)	6 additional first aid officers	8 first aid kits
600 - 799 employees (and students)	9 first aid officer	10 first aid kits and a first aid room with bed and stretcher
800 - 999 employees (and students)	12 first aid officers	12 first aid kits (including specific “type of incident” treatment) and a first aid room with bed and stretcher
>1000 employees (and students)	16 first aid officers	14 first aid kits (including specific “type of incident” treatment) and a first aid room with bed and stretcher

- Yarra Road Primary School will provide regular updates of all first aid qualifications as required
- Staff are required to consider first aid requirements when planning all activities
- Staff who are planning out of school activities must ensure appropriate medication is taken for those students who require it. They must also include a suitably qualified and trained person to supervise that medication.
- Yarra Road Primary School will not provide any medication or prescription drugs other than Ventolin and EpiPens (in an emergency), or its equivalent. Any medication or drugs so required must be provided by the parents/guardians of the students. This includes paracetamol for pain relief.

- Yarra Road Primary school require all medication to be stored in the original or pharmacist's packaging with name, dosage and dates on the packet.
- **No medication, including headache tablets, will be administered to children without the express *written* permission of parents or guardians.**
- All medication and drugs are to be retained in the school office in named bags along with a signed form from the parent listing time, dosage and duration, and are to be administered by a trained first aider. There will also be a secondary person ensuring that the medication is administered as requested who will also sign off with the date, time, name of student and dosage administered. This is kept in a folder in the office. On camps or excursions they are to be retained in the possession of the first aider. Student EpiPens must remain with the supervising teacher on excursions and camps
- Yarra Road Primary School staff will not apply ice packs to the neck up.
- The First Aid Policy is to be read in conjunction with The First Aid Protocols. These protocols explain in detail the requirements and responsibilities as outlined in the above dot points.
- The first aid duties will be organized to suit the school's needs. During class time, and before and after school, the administration staff will tend to first aid, during recess and lunch, staff will be allocated first aid time on a rotational basis.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the staff member on duty in the first aid room.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries can be treated by any staff members, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- Parents of all children who receive first aid for more serious injuries will receive a completed form indicating the nature of the injury and the name of the teacher providing the first aid. For more serious injuries/illnesses, including head injuries, the parents/guardians will be contacted by staff so that professional treatment may be organized. Where a parent or emergency contact can not be contacted, a staff member will stay with the child and make appropriate decisions according to the guidance of their level 2 training and in more serious cases,

Ambulance Victoria information and guidance. It is strongly recommended that all students have ambulance cover, as an ambulance will be called at the discretion of staff without consulting parents where appropriate.

- Any injuries to a child's head, face, neck or back must be reported to parents/guardians.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported to DEECD via a Sickbay Accident/Injury Form, and entered onto CASES21.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- All teachers have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone. Minimum of one first aid kit per bus.
- All children attending camps or excursion will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with the documented asthma management plan, will have access to Ventolin and a spacer at all times.
- All students diagnosed with Anaphylaxis will have a documented Anaphylaxis plan, and will have access to EpiPens are required.
- Any child requiring transportation by ambulance where a parent or emergency contact is unable to get to the child, a staff member will accompany the child to the hospital and remain with them until a parent or guardian arrives.
- At the commencement of each year, a request for updated first aid information will be sent home including request for any new asthma management plans, and anaphylaxis forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

- General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- The Department Emergency and Security Management section will be notified if appropriate.

Also see Accident Recording and Reporting Policy [Here](#)

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

This Policy was last ratified by School Council in 2017