

### Rationale

This policy provides staff of Bayview College with guidelines to ensure the safety of themselves and the students in their care when dealing with accidents and emergencies. The policy acknowledges the duty of care owed by the school to the student, other students, staff and other people who access the school. Our Mission states that "We provide excellence in education within the context of Christian values, pastoral care and community" and as such high quality First Aid provision is necessary. The policy applies during the course of a normal school day and during school activities outside normal school hours.

This policy addresses Bayview College's obligation to provide first aid facilities and sufficient staff trained to an appropriate level of competency in first aid.

### Policy Statement

Teachers and staff members, as part of their general duty of care, are obligated to provide assistance to injured and sick students when necessary within the limits of their skill, expertise and training. If a student is sick or injured, the teacher must do everything possible to assist that child. The teacher is not required to diagnose; that is the responsibility of the ambulance officer or medical practitioner.

Bayview College has a designated Health Officer, as well as a significant number of staff with First Aid qualifications (6 is the minimum for a school of this size). Under the provisions of the *Occupational Health and Safety Act 2004 (Vic)*, and the *Code of Practice – First Aid in the Workplace 1995*, all places of work are required to have and maintain First Aid kits that are readily accessible. The Health Officer is in charge of the kit/s and their maintenance.

The School has a First Aid Centre staffed during the school day. The First Aid centre is located to enable easy access to injured persons. Fully stocked first aid kits are stored in specialist teaching areas deemed to be areas of greater risk of injury.

The Health Officer is responsible for participating in the risk management process for students with known serious conditions. This includes the completion of a risk management assessment in consultation with the students' parents/guardian and/or medical practitioner, and the dissemination of this information to key personnel. The Health Officer also maintains records of staff first aid qualifications and implements appropriate training as required. The Principal is responsible to ensure all staff members are to have annual CPR training, Asthma and anaphylaxis training in order to comply with legislation.

It is vitally important that detailed and accurate records are kept in relation to all aspects of First Aid provision at Bayview. An official register detailing all first aid treatment given must be maintained, including for the administration of medication to students. This will usually be recorded on the school database SAS. The register should have a record of all occasions when treatment and/or medication is administered to a student. Record sheets should also be kept with the medication.

Each entry on the record form should be completed by the person authorised to administer the medication, immediately the medication is administered.

When the medication is administered, these entries should be made:

- the signature of the person administering the medication
- the date the medication was administered
- the time the medication was administered
- student initials or signature, indicating he/she has received the medication, if appropriate
- the amount and type of medication administered

The Principal is responsible to ensure that school develops systems for record keeping that maintain and respect confidentiality of the student/s and their medical condition requiring medication

### Procedures for implementation:

1. All equipment in First Aid kits needs to be maintained and cleaned regularly by the Health Officer. Equipment used must be cleaned thoroughly immediately after use, before being returned to Kit.
2. Due to the possible transmission of Blood Born Viruses (BBV) the following precautions should be observed by the staff rendering first aid:
  - A supply of disposable gloves is always available, used and disposed of appropriately.
  - Avoid contact with blood. If contact occurs ensure area is washed thoroughly, using soap.
  - Place all waste material that is contaminated with blood or body fluids in a plastic bag, tied shut and placed in a waste bin for disposal.
  - Clean immediately all blood and or body fluid spills.
  - Every First Aid Kit is to include a facemask, for use in CPR.
3. Staff members may exercise a watching brief in regard to a student with apparently minor injuries or illness. If a child is obviously sick, staff will contact parent/guardian or emergency contact.
4. General Hygiene standards need to be maintained throughout the school. These include teacher responsibility to ensure:
  - Mouthpieces from musical instruments are washed and cleaned thoroughly after each use.
  - Crockery and eating utensils are cleaned and dried and not left soaking.
  - Use of paper towelling or hand dryers is the preferred option.
  - Snorkels are washed and cleaned thoroughly after each use.

### **Associated Documentation**

Medication Dispensing Policy

Anaphylaxis Policy

Occupational Health and Safety Policy

Pastoral Care Policy

## Medication Dispensing Policy

### Rationale

This policy provides staff of Bayview College with guidelines to ensure the safety of themselves and the students in their care when assisting with dispensing of medication. The policy acknowledges the duty of care owed by the school to the student, other students, staff and other people who access the school. Our Mission states that "We provide excellence in education within the context of Christian values, pastoral care and community" and a high level of care is required when medication is involved. The policy applies during the course of a normal school day and during school activities outside normal school hours.

### Policy

Only when absolutely necessary should medication be prescribed for administration during school hours. In such circumstances the Principal or Health Officer will call meeting with parents/legal guardians should be sought to outline the responsibility of school staff and the parents/legal guardians.

When the school accepts responsibility for the administration of medication to students, the school will owe a **duty of care** to those students to ensure that reasonable care is taken. The duty is to ensure, in the absence of the parent/legal guardian, that the student is given the correct dosage of the correct medication at the correct time, according to prescribed instructions.

A teacher or other member of school staff authorised by the principal may accept responsibility to give medication to a student while at a school or while the student is involved in school-approved activities, following a written request from a parent/legal guardian. Medication must be readily available to authorised staff. This is particularly important when the student goes on excursions. Alternative arrangements must be made with the parent/legal guardian for the administration of the medication if the person(s) who have agreed to administer it are not available.

Medication must be kept in a secure place. Prescribed medication required by students must be accessible to them as and when required both at school and whilst on excursions, sports days, camps etc. The School Health Officer will administer the application of this policy. Staff responsible for administering medication must be appropriately trained.

The Principal, after consultation with staff, will if possible, nominate at least two members of staff who will be responsible for the administration of medication in the school and on camps/excursions.

All staff members are made aware of students who:

- require ongoing medication
- may require immediate medication in specified emergency circumstances such as severe asthma, severe allergic reaction or other serious medical condition.

All staff members must be adequately trained in the administration of medication in emergency situations.

The Principal is to ensure that Staff and parents are periodically reminded of the school's policy guidelines for dispensing medication.

## **Procedures for implementation**

### **1. General Guidelines**

- 1.1 The Health Officer is to be informed about students who require medication during the school day.
- 1.2 No medication should be given to a student without the written permission of a parent/guardian.
- 1.3 Parents should supply appropriate equipment for administration, for example, medication measures.
- 1.4 All medication should be in the container in which it was dispensed.
- 1.5 All medication must be clearly labelled with:  
**the student's name; the drug's name; the dosage and frequency to be given; and the prescribing doctor's name.**
- 1.6 All medicine stored on the school premises must be kept in an appropriate, locked cupboard within the First Aid Centre.
- 1.7 Provision should be made where practical, for staff to work in teams so that drugs are administered in the presence of another adult.
- 1.8 A record of all medication dispensed must be maintained. This should include: the date, time, student, substance administered, dosage amount and name of person administering the medication.
- 1.9 Supervision is to be arranged where a student self-administers medication.

### **2. Guidelines for the Dispensing of Analgesic Substances**

- 2.1 Bayview College School does not normally dispense analgesic substances for pain relief.
- 2.2 Aspirin or a medication containing aspirin may be harmful to the recipient and should only be administered in cases when written authorisation by the student's doctor (via the parent) states that aspirin has been prescribed for a specific condition.
- 2.3 If analgesics are used, only paracetamol, at the recommended dosage, may be administered.
- 2.4 Analgesics are not to be combined. Single substances only are to be given, for example, aspirin and paracetamol are not to be mixed.
- 2.5 Analgesics are to be issued by a designated first aid person only.
- 2.6 Parents should, where possible and practicable, complete a written request if the school is asked to administer analgesics to a student. Where it would be unreasonable to obtain written permission oral permission may be obtained over the phone from a parent or guardian where a child has been given paracetamol before and has never had a previous adverse reaction to paracetamol.

### **3. Guidelines for the Dispensing of Asthma Medication**

- 3.1 All staff should be made aware of the information available from the Asthma Foundation on the management of asthma in schools.
- 3.2 Staff should allow students with asthma to have their medication on their person.
- 3.3 Staff should encourage students to be educated in their use of asthma medication.
- 3.4 A bronchodilator puffer must be carried in the School's first aid kit.
- 3.5 Bayview College maintains a register of students with asthma, and has a separate Action Plan devised and documented by a student's doctor for those students who may require emergency assistance.

### **4. Guidelines for the Dispensing Prescribed Medication other than Schedule 8 Drugs.**

- 4.1 The Principal, in consultation with the Health Officer, should facilitate an effective process to gain parental permission and adequate information regarding the conditions to be medicated. Regard in this matter should be had to the nature of the medical condition and the particular characteristics of the student receiving the medication and the manner in which the medication is to be dispensed.
- 4.2 All permission notes, deeds of indemnities and any other relevant written records must be maintained by the school for as long as the school maintains the student's record.

- 4.3 The School has a procedure in place to ensure that students requiring prescribed medication attend at the appropriate time and place for their medication.
- 4.3.1 Due to the age of the students attending Bayview College it is reasonable to expect most students to present themselves at the appropriate time and place for their medication.
- 4.4 The Health Officer is to monitor procedures for changes occurring in the administration of medication when students are working outside the usual classroom situation.
- 4.5 The Health Officer involved in administering Schedule 8 drugs need to be informed by the child's doctor (via the parents) of what to do if a dose is missed.

## **5. Injected medication**

Non-medical staff in schools should not routinely administer injections. Non-medical staff can administer injections **only in an emergency where no other medical assistance can be obtained within the required time span**. The most likely instance will be the administration of adrenalin for severe allergic (anaphylactic) reactions.

When administration of an injection during school hours is necessary, a meeting with parents should be sought to outline the roles and responsibilities of school staff, and the guidelines to be followed. A medical action plan will be developed with the student's medical practitioner to provide clear guidelines to follow if an emergency arises. In the case of severe allergic reactions the need for treatment is usually urgent. It is therefore imperative that an emergency plan be in place prior to the student commencing their education at Bayview College an individual medical action plan written by the student's medical practitioner; and adequate training from a qualified medical practitioner to undertake the medical action plan for the individual student.

### **Further Details re: Administering prescribed medication at school**

When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- bringing this need to the attention of the school
- ensuring that the information is updated if it changes
- supplying the medication and any 'consumables' necessary for its administration in a timely way
- collaborating with the school in working out arrangements for the supply and administration of the prescribed medication.

**Students** - Non-script medications can only be held as available stock for Students. Medication that a student is required to take whilst at school must be kept in the First Aid Centre and must be taken in front of the Health Officer. Students are required to present to the First Aid Centre at the required time for their medication.

**Duty of Care** - A staff member who is not First Aid Qualified may provide assistance when necessary to a student who is taking medication and requires assistance.

**Self-Administered Medication** - Self-administration of medication by a student must be made in consultation with the Health Officer, parents, and Principal. All medication must be in locked cupboard, and the student involved is allocated 1 weeks supply of medication. The medication must be provided in a pack that allows easy compliance and safety for the student involved.

**Non-Western Medications** - While we understand the value of these medications, it is important that the Health Officer is familiar with the medication that every student in this School is taking. Students wishing to take non-western medications or medications not prescribed by a local General Practitioner, must consult the staff. Permission to take these medications will be granted on a per case basis.

## **Oral medication**

### **Non-prescribed medication**

Non-prescribed oral medication (such as analgesics and over-the-counter medication) should not be administered by teachers or other members of the school staff.

Fever, headache, earache, toothache are considered symptoms of conditions that require further investigation by the appropriate health practitioner. It is not recommended that school staff administer paracetamol or analgesics to students experiencing these symptoms.

### **Antibiotics and other short term medication**

Should medication be prescribed by the student's medical practitioner and be required to be administered while the student is at school or involved in school-approved activities (e.g. excursions), a parent/legal guardian must arrange for:

- a request to the school to administer the medication
- the medical practitioner's specific prescribed instructions for administration on the pharmacist's label;
- the safe transfer of medication to the school; and
- medication to be delivered to the school in originally prescribed container only.

The principal or delegate must arrange for:

- the specified time and place to enable the student to receive medication;
- the appropriate distribution of medication to ensure that students receive the correct medication;
- official registration for the administration of medication; and
- all unused medication to be returned safely to the parent/legal guardian in the original container on completion of the authorised period for administration.

### **Stimulant medication (Methylphenidate [e.g. Ritalin™ or Attenta™] and Dexamphetamine)**

Increasingly schools are being involved in the administration of stimulant medications to students during school hours. Stimulant medications are 'Schedule 8' drugs that require particular care in administration and security.

Students should be supervised when taking stimulant medication. Students with ADHD are likely to forget medication at times, and this could make overall management difficult. Also, students may lose tablets, may impulsively offer them to others, or may be subjected to pressure or bullying to give away or sell tablets.

In consultation with the Parent/guardian the Health Officer will develop a system to ensure that medication is given consistently at the recommended time(s). This will include plans for excursions, and for unplanned absences of the Health Officer who normally administers the medication. The system needs to be unobtrusive to protect the student's privacy.

In addition to the guidelines defined for antibiotic and other short-term medication (as listed above) other procedures/guidelines include:

- In general, the School will accept the equivalent of one week of medication only at any one time. The Health Officer or assigned representative must count the tablets and document appropriately.
- The Health Officer must ensure that any medication left at the end of the week is returned to the parent/legal guardian in the prescribed container (not via the student).
- The person administering the medication should ensure that the medication is actually taken by the student. If the student refuses to take the medication, the Health Officer is responsible for notifying the parent/legal guardians, as soon as possible.
- If a student misses a dose the Health Officer is responsible for notifying parents or legal guardian as soon as possible.

Parent/legal guardians can assist the school in the administration of oral medication during school hours by:

- asking the pharmacist to supply two containers with the medical practitioner's instructions for administration, one container for home and one for school; and
- asking the pharmacist to provide a portion of the required medication in a multi-dose pack with the medical practitioner's prescribed instructions on the label. This is especially important if more than one medication, or more than one dose, is needed during school hours.

### **Associated Documentation**

First Aid Policy

Anaphylaxis Policy

Occupational Health and Safety Policy

Pastoral Care Policy