



West Lakes Shore School First Aid Procedures

IN THE EVENT OF A MINOR INJURY:

Child is treated by teacher with classroom first aid kit (or teacher on yard duty). If insufficient, the teacher will then send a child to front office. The child will be treated in the sickbay with information entered into the school database. They will then be sent back to the classroom with notification being sent via SMS/printed slip to parents describing the issue and treatment.

PARENTS ARE CONTACTED BY TELEPHONE FOR:

- a. Any serious injury above the neck, bone related injury or laceration requiring medical attention.
- b. When the child complains of severe pains or is genuinely not well and cannot spend the rest of the day in the classroom.
- c. When it is thought that the child should be referred to a doctor.
- d. Minor head bumps will be notified via SMS message (child well enough to return to class)

In an **EMERGENCY**, staff will phone an ambulance prior to contacting a parent. School staff are trained in basic first aid and are not qualified to make medical diagnosis or administer pain relief.

Since 1993, with the approval of the Minister, Department for Education has met the cost of ambulance services on a social justice basis where parents/guardians face difficulty in paying ambulance service fees and have no medical insurance.

If a child is hurt in the playground or classroom and as a result the child leaves school to seek medical treatment, an online ED155 incident/injury form will be submitted to the Department and if required SafeWork SA for notifiable incidents.

HEALTH CARE PLAN MEDICATION for children during school time **MUST** be left at the Front Office in the original bottle or box received from the pharmacist. Parents must provide administering instructions from the prescribing doctor, as school will not administer without these documents.

OVER THE COUNTER MEDICATION—Creams, analgesics, Panadol, etc **cannot** be administered at school unless an interim 24 hour parental authorised medical plan has been provided by the parent to the front office with the original packaging * *see key information on the reverse*.

Wounds will be washed with clean water only and covered with a band aid/bandage if required. No antiseptic or betadine will be applied.

Digital records will be kept of each student as they are treated, providing details, date, complaint, and signed by the person who administered the first aid. These School Records are kept for 7 years.

Children's medication along with their Action Plan Form for asthma, allergies, diabetes, etc are in the front office and are accessible to teachers for excursions/camps.

If it is absolutely necessary to transport a student to the hospital in a private car – two adults with one being a member of leadership (duty of care) would travel with the student.

It is a parents responsibility to provide up to date medication to the school—we will send SMS messages when supplies are running low or expired. Parents must collect all medication at the end of the school year. All medical action plans MUST be updated every year and supplied at the start of the new school year, or if there are any major changes to the childs' plan throughout the year as applicable.



West Lakes Shore School

Guidelines for the Supervision of Medication

These guidelines support the Department for Education's policy that the responsibility of school staff is limited to supervision and does not extend to administering student medication.

SUPERVISION/MANAGEMENT OF STUDENTS' PRESCRIPTION MEDICATION

All medication remains the property of the patient and for students under the age of medical consent (usually sixteen) the medication is considered the property of the parent/guardian.

Regulations require that administration of prescription drugs be carried out in accordance with the instructions of the prescribing practitioner as part of the students' medication **Health Care Plan**.

Staff may supervise metered dose inhaled medication and oral medication only. ADHD medication may be presented to the school on a weekly basis.

The regulations state that the instructions must include:

- Name of the student
- Name of the drug
- Form of the drug (liquid, tablet, capsule, inhalant)
- Strength of the drug
- Method and time for drug administration
- Medication must be in the original box or in a decanter bottle with all the information as per the original packaging.
- We are not permitted to measure medication.

EPI PENS

All students that require Epi Pens are to be in the original packaging with a current action plan and Health Care Plan for Anaphylaxis. These will be kept at the front office and registered with the Epi Club to keep track of expiry dates. As part of a Department initiative all schools have been given an Epi Pen as a back up and in case of undiagnosed allergy emergencies.

MONITORING THE EFFECT OF MEDICATION

School staff cannot be expected to monitor the effects of medication. If an unexpected response is observed, staff will enact first aid emergency procedures. Staff may report on observed behaviour. It is not the responsibility of staff to interpret behaviour in relation to a medical condition.

ANTIBIOTICS

Advice from pharmacists is that when antibiotics are to be taken three times a day they may be taken before school, after school and before bedtime and usually do not need to be taken at school.

If antibiotics are prescribed 4 times a day, a **Medication Authority to Administer Form** must be provided to the front office with the medication.

STORAGE OF MEDICATION

To minimise the quantity of medication at school, medication needs to be delivered to the front office on a daily basis and will be stored in a secure cupboard.

ASTHMA MEDICATION & SELF ADMINISTRATION

Students may carry their own asthma medication if agreed to by their doctor, parents and teacher. You will be required to fill out a HSP154 form if your child has an inhaler in their bag. These forms are available at the front office. An **Asthma Care Plan** completed by the student's doctor must be presented to the front office. The school requires documentation from the doctor that the student is able to manage their own medication. Asthma Care Plans should be reviewed annually with your doctor.

***INTERIM 24 HOUR PARENTAL AUTHORISED MEDICATION**

If your child requires pain medication or creams etc to be taken/applied at school, we require you to fill out an Interim 24 Hour Parental Authorised Medication form. These are available from the front office and are only valid for a maximum of 24 hours (within a 4 week period) without medical practitioner authority. All medication must be in the original packaging and named.