



## **STUDENT MEDICAL CARE POLICY**

The school aims to create and maintain a learning environment that facilitates development of the whole child. The school will cater for students with different learning abilities, interests and needs. All students at our school 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.

### **Arrangements for Ill Students**

#### **Rationale:**

- The school works to provide a safe environment for students, staff and visitors.
- Staff or students who are unwell or showing signs of illness should not attend school.
- All injuries to and illnesses of students must be attended to, no matter how apparently minor.

#### **Guidelines:**

- To minimise exposure of students and teachers to other school members who are ill.
- To administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, whilst attempting to minimise injuries to students at school.
- To communicate students' health problems to parents when considered necessary.
- To provide supplies and facilities and trained staff to cater for the administering of first aid.

#### **Procedures**

- First aid kits will be available for use at all times as per First Aid and Auto Injector document.
- Nominated staff members at both campuses will be trained in Level 2 First Aid and a Lead First Aider will be nominated for each campus.
- All other staff members will have been trained in
  - Administration of CPR
  - ASCIA Anaphylaxis e-training for Victorian Schools, verified by School Anaphylaxis Supervisor



- Records of staff training are kept under Staff Training.
- Treatment will be in accordance with the student's annual Medical Management Plan (e.g. for asthma, or anaphylaxis) where this exists, which is completed by their doctor. The Medical Management Plan should be made available to all staff members.
- Minor injuries only will be treated by staff members on duty, 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. Accidents/injuries that require medical attention (e.g stitches or a plaster cast) are to be reported to parents immediately. Where parents are unable to be contacted, the emergency contacts as listed on the student's enrolment record will be notified.
- Any injuries to a student's head, face, neck or back must be reported to parents/guardian. Other minor injuries should be reported at the discretion of the staff member.
- An Accident/Incident Notification Form must be completed for students with any injury or illnesses that may require first aid. This document should be completed by the staff member who witnessed or treated the incident. A copy must be kept on file and a copy must be given to the parent/guardian.
- No medication will be administered to students without the express written direction of parents or guardians or in accordance with directions from a medical practitioner.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical 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 organisational matters relating to first aid will be communicated to staff at the beginning of each term. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time. Any change in a student's medical circumstances will be communicated to all staff immediately.
- All injuries that occur during class time will be referred to the administration staff who will manage the incident.
- For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised or the student can be taken home.



- Staff will monitor student wellness during the day. Where a student shows signs of illness, the school will contact the parent or guardian and recommend a course of action. This may include sending the student home.
- Students who are unwell or who have suffered an injury that requires them to have some time out of class or are being collected by a parent or guardian are supervised in the main kitchen area by the supervising member of staff. They may sit or lie on a couch or bench alcove seating until further action is taken.
- For known illnesses, parents will be required to provide a Medical Management Plan.
- For students who have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction, the school's Anaphylaxis Management Policy must be enacted.
- All students with a documented asthma management plan will have access to Ventolin and a spacer at all times provided by their parents.
- All teachers have the 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.
- Serious injuries, fatalities, or any incident that exposed a person to immediate major risk to their health or safety must be reported to the parents, relevant authorities and the School Board.

### **Accidents and Incidents Register**

- Any injuries to a student's head, face, neck or back must be reported to parents/guardian. Other minor injuries should be reported at the discretion of the staff member.
- An Accident/Incident Notification Form must be completed for students with any injury or illnesses that requires first aid and the child to be sent home. This document should be completed by the staff member who witnessed or treated the incident. This document must be given to the parent/guardian and a copy retained for the school records.

### **Anaphylaxis**

- If a student experiences an anaphylactic reaction while in the school's care, school staff will follow steps as per the ASCIA Anaphylaxis Action Plan. Refer to FCS Anaphylaxis Management Plan for further detail.
- An Accident/Incident Notification Form must be completed for students with any injury or illnesses that requires first aid and the child to be sent home. This



document should be completed by the staff member who witnessed or treated the incident. This document must be given to the parent/guardian and a copy retained for the school records.

## Medicine Distribution

Teachers may be asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

## Procedures

- The nominated Lead First Aider of each campus will be the primary staff member responsible for administering prescribed medications to students. In their absence, a second teacher will be responsible.
- Any student that requires ongoing administration of medicine will have the requirements noted in their Medical Management Plan. Staff will be notified via email of any students that have a Medical Management Plan.
- Copies of the Medical Management Plan will be added to the First Aid kit for any off-site activities.
- A student may only be given medication by staff if it has been prescribed by a medical practitioner. Medications with no prescription (e.g. headache tablets), will only be administered by school staff on request of the parents.
- Medications will only be administered from their original container bearing the original label and instructions and must not yet have reached its expiry date. This must include the name of the student, dosage and time to be administered.
- Parents must deliver any medications directly to the Principal so that they can be stored out of reach and at the recommended temperature
- Medications of all kinds, including headache tablets must not be left in student's bags.
- Teachers will be informed by the Principal of students in their charge who require medication.
- The Principal will inform parents of any reaction to medication immediately.
- Prior to undertaking off-site activities the teacher in-charge will check if any students have Medical Management Plans (including Anaphylaxis) and ensure that all appropriate items are taken as part of the First Aid kit.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures.



## **Training and Support**

- Identify staff members willing and able to receive training in administering medication for specialised health conditions
- Ensure that sufficient staff in the school undergo training required to administer medication in accordance with students' Individual Health Plans, Emergency Health Plans or Action Plans.
- Ensure necessary training, assessment and ongoing supervision is provided by a *qualified health practitioner* to school staff who volunteer to administer medication to students with specialised health needs in accordance with their Individual Health Plan, Emergency Health Plan or Action Plan
- Ensure an Emergency Health Plan is developed for those students who require the administration of medication to manage an emergency.
- Ensure procedures have been implemented for all staff, including temporary relief teachers and other staff, to be informed of all students they supervise who require the administration of medication, and where possible, to be fully aware of warning signs, triggers and emergency responses for health conditions requiring medication or other management as outlined in the student's Emergency Health Plan.
- Ensure school staff are trained in the recognition and management of a health-related emergency for students and staff.

## **Self -administration**

- Approve student to be responsible for self-administration of medication and self-management of health conditions under the following conditions:
  - Consultation has occurred with parent/guardian and student/s regarding arrangements for the self-administration of medications and self-management of health conditions and the risks associated with self-administration in a school setting.
  - The parent, prescribing health practitioner and school has determined the student is responsible enough to undertake self-administration of medication at school.
  - The parent has provided the school with any written advice regarding self-administration provided by the prescribing health practitioner



- Agreement has been reached amongst the student, parent and relevant school staff as to where medication is stored and where and how it is administered.
- Ensure staff who supervise students who self-administer by injection or pump are provided with appropriate training by a qualified health practitioner.

### **First Aid and Staff Training**

- Nominated staff must have First Aid Training.
- All staff are to have completed CPR training.
- All staff are to have completed ASCIA Anaphylaxis e-training for Victorian Schools

Every three years, teachers have to re-qualify for their First Aid training through a registered provider. In the event a teacher is unable to attend, they must schedule their own training with an outside provider and the School will reimburse the cost. Upon completion and obtaining their First Aid qualification, a record must be provided for the School.

Every year, all teachers have to undertake a CPR refresher course through a registered provider. In the event a teacher is unable to attend, they must schedule their own training with an outside provider and the School will reimburse the cost. Upon completion and obtaining their certificate, a record must be provided for the School.

### **Policy Endorsement**

This Policy has been endorsed by the FCS Governing Body.

Date: September 2023

Review Date: September 2025

Review Cycle. Every 2 years

Exceptions: This Policy may be reviewed earlier than the date stated subject to circumstance.