

**TERANG COLLEGE**  
**Ill Students, First Aid &  
Medication Administration**  
**POLICY (Student)**

### 1. RATIONALE

- 1.1. All students have the right to feel safe and well, and know they will be attended to with due care when in need of first aid.
- 1.2. Many students attending school need medication to control a health condition. It is necessary for staff (as part of their duty of care) to assist students, where appropriate, to take their medication. The College will ensure the student's privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.
- 1.3. Terang College will have an administration of medication procedure which outlines the College's processes and protocols regarding the management of prescribed and non-prescribed medication to students at the College.

### 2. AIMS

- 2.1. To administer first aid in a competent and timely manner to a student when in need.
- 2.2. To communicate student's health problems to parents when considered necessary.
- 2.3. To provide supplies and facilities to cater for the administering of basic first aid.
- 2.4. To maintain the Department of Education & Training's guidelines of sufficient staff trained with a current level 2 first aid certificate.
- 2.5. To help maintain treatment of known medical conditions during College hours.
- 2.6. To ensure staff are aware of the College's Anaphylaxis & Asthma Policies and procedures.
- 2.7. To provide a legal duty of care in regard to the physical wellbeing of students as well as the professional obligation.
- 2.8. To ensure the safe and proper administration of medication to students whose parents/guardians have given written authorisation.

### 3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Ministerial Orders and Acts.
- 3.2. **Staff:**
  - 3.2.1. Staff are to be aware of DET guidelines relative to the delivery of first aid, duty of care and administering medication,
  - 3.2.2. Maintain the Department of Education & Training's guidelines of sufficient staff trained with a current level 2 first aid certificate but ensure a minimum 5% of staff (including at least 1 administration staff member per campus) are trained to a level 2 first aid certificate and with up-to-date CPR and Anaphylaxis qualifications.
  - 3.2.3. 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.
  - 3.2.4. General organisational matters relating to first aid will be communicated to staff at the beginning of each year highlighting the need to be familiar with the Office Storeroom display of Students With Medical Conditions. Revision of recommended procedures for administering asthma medication will also be given at that time.

### **3.3. First Aid Room & Supplies:**

- 3.3.1. First aid room will be available for use at all times.
- 3.3.2. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- 3.3.3. Supervision of the first aid room will form part of the role of the Administration Team.
- 3.3.4. Any student in the first aid room will be monitored by a staff member at all times.
- 3.3.5. The Administration Team is to be responsible for the purchase and maintenance of first aid supplies, checking expiration dates, first aid kits, ice packs and the general upkeep of the first aid room.

### **3.4. Incident Management:**

- 3.4.1 All injuries or illnesses that occur:
  - 3.4.1.1 during class time will be managed by the classroom teacher with support from administration staff.
  - 3.4.1.2 during recess or lunch breaks, will be managed by the teacher in charge on yard duty with support from administration staff.
  - 3.4.1.3 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, will require a level 2 first aid trained staff member to provide first aid.
- 3.4.2 Parents of unwell or injured students may be contacted to take the student home.
- 3.4.3 For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so professional treatment may be organised.
- 3.4.4 Injured/ill students collected from the College must be signed out through the Compass Kiosk at the 5-12 Campus or the register at the P-4 Campus located at the school office.
- 3.4.5 All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member will confer with others before deciding on an appropriate course of action.
- 3.4.6 Any student with injuries involving blood must ensure the wound is covered at all times.
- 3.4.7 If a child is injured in the abdominal or groin area, at least two staff members/adults must be present if an examination is deemed necessary.
- 3.4.8 For incidents involving a student soiling/wetting, the student is to change themselves or the parent contacted for assistance.

### **3.5. Record Management:**

- 3.5.1 All student records of allergy, medical conditions, current home and emergency telephone numbers will be continually updated and recorded on student files in the office on CASES 21 which updates Compass.
- 3.5.2 For all students with a recorded medical condition, the College will create an individual Health Wallet per student which will be located at either campus administration storeroom and will contain:
  - 3.5.2.1 the usual medical treatment needed by the student at the College or on College activities
  - 3.5.2.2 the medical treatment and action needed if the student's condition deteriorates.
  - 3.5.2.3 Cases report SMC21101 which advises the name, address and telephone numbers for an emergency contact as well as the student's doctor.
  - 3.5.2.4 a copy of the student's individual asthma care plan with the original plan filed in the student's file available from the administration area.
- 3.5.3 Major Injury/Illness
  - 3.5.3.1 Any student who experiences an injury to the head, face, neck or back or administered treatment by a doctor/hospital or ambulance officer as a result of an injury must be recorded on Compass as a Student Accident/Injury Form (DET) chronicle entry by the attending staff member. This will then be recorded on CASES by administration staff and reported as necessary to Emergency Management and Work Safe.
- 3.5.4 Minor Injury/Illness
  - 3.5.4.1 Any minor illness/injury or dispensing of paracetamol will be recorded on Compass as a Non-Urgent Illness/Injury (Parent SMS) chronicle entry which will send a SMS message to the student's parent/guardian.
- 3.5.5 A student's parent/guardian will be contacted and advised of any reported head injury/knock as well as any major injury illness/injury.
- 3.5.6 At the commencement of each year, requests for updated first aid information will be sent home to parents/guardians including requests for any anaphylaxis management plans, asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the College to manage first aid, illnesses and medications throughout the year.
- 3.5.7 Every student who has a medical condition or illness will have an individually written management plan which is attached to the student's records.

- 3.5.7.1 The management plan will be provided by the student's parents and doctor and contain the following details:
  - 3.5.7.1.1 The usual medical treatment needed by the student at the College or on College activities
  - 3.5.7.1.2 The medical treatment and action needed if the student's condition deteriorates.
  - 3.5.7.1.3 Cases report SMC21101 which advises the name, address and telephone numbers for an emergency contact as well as the student's doctor.

### **3.6. Medication Management:**

- 3.6.1. All students, especially those with a documented asthma management plan, will have access to necessary medication and a spacer at all times.
- 3.6.2. In order to ensure the interests of staff, children and parents/guardians/approved persons are not compromised, medication will only be administered with explicit written permission from parent/guardian/approved person, or in the case of an emergency, with permission of a medical practitioner.
- 3.6.3. To assist the College, parents will supply medication in a container that gives the name of the child, the dose, and the time it is to be given. The name of the medication should be clearly marked on the container.
  - 3.6.3.1. It is recommended parents provide a dosage box with all medication in tablet form to ensure correct dosage is given.
  - 3.6.3.2. If medication for more than one day is supplied it will be locked in a cupboard.
- 3.6.4. The Principal, or their nominee, will inform teachers of students in their charge who require medication to be administered at the College. The staff may be required to release students at prescribed times so they may receive their medications. All medication will be stored at the General Office and logged in the register at the office.
- 3.6.5. Paracetamol can mask signs and symptoms of serious illness or injury and will therefore not be administered by the College, as a standard first aid strategy – unless there is parent/guardian consent given in writing (see permission form).
- 3.6.6. The Principal, or their nominee, administering medication needs to ensure;
  - 3.6.6.1. permission to administer medication has been received from the child's parents/guardians/ approved persons or a medical practitioner
  - 3.6.6.2. the right child;
  - 3.6.6.3. has the right medication;
  - 3.6.6.4. and the right dose;
  - 3.6.6.5. by the right route (for example, oral or inhaled);
  - 3.6.6.6. at the right time; and that they write down what they have observed
- 3.6.7. The College, in consultation with parents/carers and the student's medical/health practitioner, will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the College. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.
- 3.6.8. It is at the Principal's discretion to agree for the student to carry and manage his/her own medication.
- 3.6.9. All medications (prescription as well as non-prescription, including analgesics, such as paracetamol and aspirin which can be purchased over the counter), are to be administered by College personnel only, provided we have a signed Student Permission Form.

## **4. EVALUATION**

- 4.1 This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

*Approved by College Council on 21/02/2022*