

## **Medical Facilities and First Aid**

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### **A. PROCEDURES – GENERAL**

1. Students who are injured or fall ill will report it to their class teacher or teacher on duty before being sent to the main office for attention in the medical room and only students requiring attention will be permitted in the room.
2. All medical matters will be assessed by the office staff (who will hold a current First Aid certificate). Parents will be called immediately if deemed appropriate. Students are not to use the telephone.
3. The office staff will inform the class teacher of what is being done.
4. All staff will be made aware of students with particular medical conditions and what to do in the case of an emergency.
5. The school will not dispense painkillers unless supplied by a parent with written instructions. The office staff only will administer medications which are given to the School by a parent with written instructions. All such medication will be kept in a locked and secure cupboard in the medical room and the office staff will hold the keys – see *Procedure for Administration of Medicine at School, and the Management of Medical Action Plans*.
6. Accident forms will be completed for any serious accident and staff need to be particularly careful of injuries to the head. If in doubt, parents should be called.
7. If a doctor or ambulance is called, the office staff will co-ordinate all matters.
8. A health book will be kept for the regular visits of the Public Health Nurse. Teacher concerns should be made in the book which is to be regarded as confidential.

### **B. PROCEDURE - ADMINISTRATION OF MEDICINE AT SCHOOL AND THE MANAGEMENT OF MEDICAL ACTION PLANS**

1. Students requiring a Medical Action Plan will have:
  - the required documentation completed (*Action Plan and Parent Sign-off Letter*)
  - the appropriate medication on site
  - the “**alert**” dot will be placed on their cumulative file in the classroombefore they start school. The school will ensure that staff is familiar with the plan, and able to implement it.
2. The Action Plan will be written by the student’s support team and signed off by the parents. The team will include the family, the school management and the Public Health Nurse (PHN). Other professionals who work with the student or who have required expertise may be part of the team.

3. Before school starts each year, the Action Plans will be updated and the whole school staff will be familiarised with the students and their individual plans. Any training will be provided.
4. The teachers of these students will post the Action Plan in their classroom, and remind the teachers in their team at the first team meeting of the student's needs.
5. Each student with an Action Plan will be photographed, and the photographs circulated to all staff.
6. Any changes to the Action Plan will be made in writing, reviewed by the PHN and signed off by the parents.
7. The school will store the medication safely and will remind families when the medication is reaching its expiry date. No medicines are to be kept in schoolbags or classrooms. All medication is kept in the office unless the Action Plan specifically states it is to be stored elsewhere.
8. If a student with an Action Plan is enrolled during the year, the staff will be alerted at a whole staff meeting prior to the student starting school. Steps 4 and 5 above will be completed.
9. The student is always noted on risk management forms when travelling off-site, and the Action Plan attached. The adult responsible for the child's care is briefed, and appropriate medication for the student is in the first aid kit.
10. The school is inclusive in its practice and will resource students to safely access the curriculum.

### **C. PROCEDURE – HIV/AIDS AND OTHER BLOOD BORNE VIRUSES**

1. When enrolling new students, the Deputy Principal or administration assistant will ensure that parents are made aware of the school's Privacy of Information guidelines and ask them to disclose information related to a child's infectious status so that the school can provide the best possible support.
2. Where there is a disclosure that a student has a blood-borne viral infection, the Deputy Principal notifies the Principal who will then inform office staff who attend the Sick Bay. While the school's community is not informed of a student's HIV/AIDS or Hepatitis status, the Board of Trustees Chairperson will be told.
3. Students with HIV/AIDS or Hepatitis are able to participate in all school activities to the extent that their health permits. Special programmes and the assistance of helping agencies are organised when this is deemed to be necessary.
4. Families of students who are suffering from HIV/AIDS or Hepatitis are informed if there is any outbreak of disease in the school.
5. All personnel receive training to ensure they are proficient in carrying out the school's first aid procedures and dealing with any injury for these students. School cleaning staff are trained in the correct procedures for the disposal of contaminated wastes.