



4.2.8

St. Leonard's Primary School Medication Policy and Sickbay Procedures

Rationale:

- Teachers and schools are often 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.
- Students enrolled at our school, who experience health problems, deserve and require a supportive and flexible school environment that understands and responds to their individual needs.

Aim:

- To ensure medications are administered appropriately to students in our care.
- To ensure the health of the students in our care.

Implementation:

- Any medication has to be delivered to the school office in a sealable container with clearly written instructions attached. These containers are locked away and the child is called to the office when it is time to be administered.
- EpiPen/s are kept in a container with child's name, year level, photo, management plan and expiry date clearly marked in school office.
- All medications administered are recorded on a MEDICATION FORM that is kept in the school office.
- If the medication needs to be taken home at the end of the day it is the parents' responsibility to collect it from the office.
- The one exemption to this rule is asthmatic inhalers, which should be stored in the child's bag and self administered when needed.
- We currently have a child enrolled who has Type 1 Diabetes. An approved management plan (refer Royal Children's Hospital) is followed. A copy of this management plan is stored in the Sick Bay, Principal's office and the child's classroom. The classroom teacher will undertake appropriate management training at the beginning of the school year.
- For children who have chronic health conditions, an appropriate management plan will be followed.
- This policy is to be read in conjunction with St. Leonard's Anaphylaxis Policy.
- This policy is to be read in conjunction with St. Leonard's Asthma Policy.

SICK BAY PROCEDURES

- Sick bay is currently located in the school office.
- Children are sent to the Sick Bay by staff and escorted by a fellow student.
- Children are given a Sickbay card, carried by teachers in their First Aid bags to take to the Sickbay.
- The sick child/children are then attended to by members of the Office Staff.
- All treatments are to be recorded in the ILLNESS/INJURY PARENT NOTIFICATION duplicate book –child's name, class, date, time, location, teacher on duty, injury and treatment.
- Parents receive an ILLNESS/INJURY PARENT NOTIFICATION REPORT explaining the type of illness/injury and the treatment administered.

- If a head injury is sustained the child's parent is contacted and an additional HEAD INJURY ADVISORY FORM is sent home detailing the symptoms presented and the treatment administered.
- Bandages, asthma spacers etc. are readily available on shelving in the Sickbay and any other medication or dangerous products are stored in lockable cupboard.
- Serious injuries are recorded in the ILLNESS/INJURY PARENT NOTIFICATION DUPLICATE BOOK and also the CCI SCHOOL ACCIDENT REPORT BOOK
- Parents are contacted if deemed necessary and in the case of a serious accident or illness an ambulance is called.
- Children's medical information including, School Asthma Management Plan and Action plan for Anaphylaxis (severe allergic reaction) where applicable are updated annually and information is filed in main office.
- Each teacher is issued with a folder at the beginning of the year displaying photos of children with life-threatening illnesses.
- It is the responsibility of the classroom teacher to be familiar with and have a copy of the Action plan and instruction in the use of EpiPen for students with potential anaphylaxis.
- The school MEDICATION FORM is attached as Appendix 1.
- The School HEAD INJURY ADVISORY FORM is attached as Appendix 2.

School Asthma Program

The following practices are observed in regard to children with asthma.

- Asthma records kept for each student with asthma in a central location.
- Asthma first aid posters are on display.
- Asthma medications are readily available to students with asthma.
- It is the responsibility of the classroom teacher to be familiar with and have a copy of the Asthma Action plan.
- Management plans are adhered to during school sporting activities, excursions or camps.
- Asthma education is provided for all school staff
- Refer to Asthma Policy 4.2.0

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was reviewed by the staff in 2014

It will be reviewed again in 2017

This policy was last reviewed and ratified by the Parish Education Board in 2013

APPENDIX 1



**ST LEONARD'S PRIMARY SCHOOL
MEDICATION FORM**

DATE:

PARENT'S NAME:

ADDRESS:

TELEPHONE:
(Business Hours)

Dear Principal,

I request that my child _____ be administered the following medication
(Child's Name)

whilst at school, as prescribed by the child's medical practitioner.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME:

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

(Parent Signature)

APPENDIX 2:



**ST LEONARD'S PRIMARY SCHOOL
HEAD INJURY ADVISORY FORM**

Dear Parent/s,

Your child has had an accident and sustained a head injury. If you notice any of the following signs and symptoms please seek medical attention.

- History of injury
- Blurred vision
- Loss of memory (particularly of the incident)
- Altered or abnormal response to commands or touch
- Pupils unequal or unresponsive
- Blood or clear fluid (cerebro-spinal fluid) leaking from the ear or nose
- Nausea and/or drowsiness.

Thank you,

Signed: _____

Date: _____