



ST FRANCIS SCHOOL

MEDICAL CONDITIONS POLICY

Background

Children who attend St Francis School are frequently able to self-medicate, are aware of their medical conditions and when medication is required; this is self-administered under the supervision of first aid staff. Where possible medication will be taken/administered in the first aid room. Effective management of medical conditions is undertaken in conjunction with families. St Francis School has a responsibility to share information with families in relation to medication. The Department for Education South Australia, Health Support Planning, is a reference point and Educators must undertake only those procedures and support for which they have current training.

1 Policy

The School staff will assist children to manage medical conditions and supervise student self-medicating. Prescribed medication by a doctor must be presented to first aid staff labelled with the child's name, accompanied by a Medication Agreement signed by both the prescribing doctor and the child's parent. Over the counter pharmacy medication must be accompanied by a Permission for Medication form signed by the child's parent. All medication must be presented to first aid staff in the original packaging, stating required dosage.

2 Procedures

Medical conditions could include asthma, diabetes and the diagnosis of a child at risk of anaphylaxis as well as other conditions that require ongoing treatment. This information should be included on the enrolment form and discussed as part of the enrolment process with the family. The school will provide to the family the appropriate medication forms to be completed by the doctor and/or the parent depending upon the medication required eg. prescribed ongoing medication must be authorised by the doctor.

The medication is presented to first aid staff with the required form/s relevant to that medication.

Medication and forms are stored in individual student containers in the first aid room, in a locked cupboard, clearly labelled with each student's name. All school staff have access to this cupboard.

When medication is self-administered by the student the dosage is monitored by first aid staff, the student's medication log is then completed along with an accompanying slip to notify the parent medication has been administered during the day. If asthma medication is administered the parent is advised by telephone immediately. If a student presents with an acute medical condition eg anaphylaxis, two first aid officers will attend, medication will be administered as required by the first officer, the second officer will support and contact emergency services and the parent.

The School shall:

2.1 Set up a process for informing all staff of the needs of individual students and the agreed management practice. This information is disseminated in a way that protects the rights and dignity of the child.

2.2 Undertake an annual risk assessment to identify what will be needed to support the inclusion of students with medical needs. Family input will be sought.

2.3 Implement identified strategies and processes to support students with identified health care needs.

2.4 Implement practices to ensure that families are kept fully informed. Parents will be provided with a copy of the medical conditions policy when medication and/or paperwork is presented to first aid staff and upon renewal.

3 Medication

Where medication is required for the treatment of long-term conditions or for complaints such as asthma, epilepsy or ADHD, the school will require a completed care plan or management plan. If medication is required a completed medication agreement form signed by the doctor or specialist and the student's parent will also be required prior to any medication being available to the student at school.

For over-the-counter medication, a Permission for Medication form signed by the parent, stating the requirement for treatment and dosage should be handed to the senior first aid officer. If children are receiving medication at home, but not at the school, the school should be advised of the nature of the medication, its purpose and any possible side effects the medication may have on the child.

3.1 Storage of Medication

3.1.1 Medication should be given directly to the senior first aid staff, it must not be left in the child's bag.

3.1.2 Medications must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which it was dispensed.

3.1.3 Storage should be secure with clear labelling and access limited to the senior first aid staff and/or educators responsible for medication storage and supervision.

3.2 Administration of Medications

Staff will monitor children in the administration of their medication. In the case of an emergency, it is acceptable to obtain verbal consent from a parent, a doctor or medical emergency services if the child's parent cannot be contacted. In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation. In this circumstance, the child's parent and emergency services must be contacted immediately.

3.2.1 Staff will only supervise the administration of prescribed antibiotics if the doctor has prescribed 4 doses per day.

3.2.2 Medication can only be accepted in its original packaging. Dosage amount must reflect the dosage amount stated on the original packaging.

3.3 Supervision of Medication

Everyone supervising medication needs to ensure that:

- the right child
- has the right medication
- and the right dose
- by the right route (e.g. oral or inhaled)
- at the right time
- right strength
- right method

3.3.1 Record details of supply of medication on the student's medication log

3.3.2 A child should not take his/her first dose of a new medication while attending the school. The child should be supervised by the family or a health professional when taking new medication in case of an allergic reaction.

3.3.3 In South Australia, medication for the treatment of an asthma emergency by a bronchodilator (e.g. Ventolin) via a puffer can be administered without written authority. The use of a bronchodilator is considered a standard first aid response. Educators must be trained in emergency asthma first aid before administering a bronchodilator (e.g. Ventolin) via a puffer.

3.3.4 In South Australia, the use of an adrenaline auto injector for the treatment of an anaphylaxis emergency requires an anaphylaxis plan and a prescribed auto injector. Staff must be trained in emergency anaphylaxis first aid before administering adrenaline via an auto injector.

3.3.5 The medication may only be administered with a second person checking the dosage of the medication and witnessing its administration.

3.4 Medication Error

If a child takes the wrong medication, the wrong amount of medication or takes medication via the wrong route, the following steps should be followed.

3.4.1 Ring the Poisons Information Centre 13 1126 and give details of the incident and child.

3.4.2 Act immediately upon the advice given (e.g. if advised to call an ambulance) and notify the child's family or emergency contact person as soon as practicable.

3.4.3 Advise the School Principal, mobile 0418 800 982.

3.4.4 Document your actions & debrief relevant staff

4 Allergies

Where a child has a known allergy, it should be listed on the enrolment form and all staff made aware of it. Where an allergy requires specific medication or treatment, there must be a current medication plan or agreement for the child in accordance with the requirements set out in the Department of Education South Australia, Health Support Planning.

It is the responsibility of the school to minimise the risk of exposure to an allergen. Food safe practices need to address any identified allergen.

5 Asthma Management

As an asthma friendly school children with asthma will be supported in accordance with the recommendations of Asthma Australia.

Families of a child identified with asthma through St Francis School enrolment process shall complete an Asthma Care Plan and Asthma Action Plan, which includes the following information:

- Individual asthma triggers
- Types of medications used
- Administering of medication
- Review date

All children diagnosed with asthma must have an Asthma Action Plan outlining what to do in an emergency and developed in consultation with families, educators and the child's medical practitioner. Each plan should be available and easily accessible in the First Aid Room. This plan should be approved by the child's family/guardian.

The school will display a poster for asthma first aid management in a prominent location.

R Favilla,
Principal
St Francis School

Date

Gavin Begg
School Board Chair
St Francis School

Date

Review Date May 2022