



# IMMACULATE HEART COLLEGE

*Through Mary to Jesus: "The Way, the Truth and the Life"*

*John 14:6*

## ARRANGEMENTS FOR ILL STUDENTS MANAGEMENT OF MEDICAL CONDITIONS ADMINISTRATION OF MEDICATION

October 2017

*This Policy will be reviewed by September 2018*

## **Arrangements for Ill Students**

If a child feels ill during school time the teacher will send him or her to Reception for assessment. All Staff, including Staff in Reception have a First Aid Certificate. The Receptionist will assess the student and will contact the parents, if necessary, to arrange for the child to be given medication, or to be sent home.

Immediate remedies, such as lying down in the Sick Bay, the administration of an ice pack, Savlon cream, bandages, splints, etc.,) will be applied by the Receptionist, who will also consult her St John Australian First Aid guide, if necessary. On occasion, Health Emergency Line (1800 022 222) may need to be contacted. At all times, the student's records (hard copy in filing cabinet and/or electronic data in *EasySchool*) will be checked for medical details pertaining to the student. Any action that is required, more than simple remediation to the problem in the *EasySchool* database, will be recorded.

Head-related and other serious injuries are always recorded in the Incident Report Form (see Appendix A). A copy of the document is retained in the student's file, whilst another is sent home; the parents having already been informed via phone call regarding the incident.

The College will call for an ambulance in an emergency. Also, the College has the contact details of each student's family doctor/medical practice and will not hesitate to call, if necessary.

At all times, ill students are made to feel comfortable, calm and safe in the College's Sick Bay. The fluorescent light has been removed from the Sick Bay so that only natural light filters through to the room. Students are offered water and food from their own lunch boxes if this is appropriate to their ill state of health. There is a selection of books for students to read/leaf through to help them relax. The Sick Bay is positioned next to Reception for open viewing by the College's personnel in Reception who can attend to their needs, if necessary.

All prescription and non-prescription medications must be left at the College's Reception by parents. Children may not, under any circumstance, administer their own medication. Instructions are to be provided by the parents regarding the administration of medication. The Class Teacher, Receptionist, or other Administration personnel will administer the medication according to the

specifications provided in writing to the College.

The Sick Bay is well stocked with medical supplies. There is a fixed locked cabinet in the Sick Bay, positioned high enough for adults to reach. It contains the items needed for basic First Aid. A cupboard below the locked cabinet contains extra stock of bandages, and other supplies. A small bar fridge on top of the cupboard is available for medication requiring refrigeration, such as antibiotics. The Sick Bay also has scales for weighing students so as to administer the correct dosage of Children's Panadol, for example. Furthermore, there is a fixed hand sanitiser on the wall, a laundry basket for used sheets, pillow cases, blankets, etc., two bins for used items, such as plastic gloves, swabs, etc., and a snake-bite kit amongst other medical supplies.

The College is an Asthma-friendly School; therefore, there are supplies of Ventolin puffers and spacers for any sudden asthma attacks. However, it is expected that parents of students who suffer with asthma are provided with their own puffers and spacers. Likewise, an Epi-pen for use in emergencies is kept in the locked cabinet in the Sick Bay. However, it is essential that parents supply their child with his/her own Epi-pen as these are designed to cater to specific ailments. The College's Staff has been trained in the use of Ventolin and spacers, and Epi-pens.

All medications listed above have been replicated in smaller amounts for the Medical Kit in Area 2, housed in the College's Canteen. This Medical Kit is to be used for emergencies in Area 2. It can also be taken on excursions.

A Medical Back-pack has been prepared for use by staff when on excursions. It is well stocked with medical supplies. Similarly, smaller Excursion Packs are also available.

Medical strap bags have been created for each of the members of the Teaching Staff who go out on duty. These are well stocked with all of the necessary First Aid supplies for minor injuries. The medical strap bags are to be worn by all staff when on duty. There are extra bags for Relief Teaching Staff. The medical strap bags are to be kept in a place in the Class Room that is out of the reach of children.

There is a statue of Mary in the Sick Bay to help children feel protected and for prayer.

## **Management of Medical Conditions**

If a child has a medical condition which needs to be managed at school, instructions must be given by the parent/guardian on how the condition is to be managed. Instructions will be forwarded to the Class Teacher and a copy will also be kept in the student's file in the Principal's Office.

These instructions are to be followed and a report given to parents/guardians if any problems occurred during the day.

## **Administration of Medication**

All medication, both prescribed and non-prescribed, is to be left in the Sick Bay at Reception in the Administration Block, together with instructions for the administration of the medication.

The Receptionist or other Administrative Staff will be responsible for the administration of medication that is provided by a parent/guardian.

Medications will be stored according to instructions, either in the fixed locked cabinet or in the fridge in the Sick Bay.

## **Appendix A**

### **Incident Report Form**

**Student/s:** \_\_\_\_\_ **Year Level/s:** \_\_\_\_\_

**Witness/es:** \_\_\_\_\_

**Attendees/Duty Teacher:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Date of Recording of Incident:** \_\_\_\_\_

#### **DESCRIPTION OF INCIDENT:**

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**Signature of Teacher completing Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Distribution: Principal/Teacher/Tutor/Student File/Parent/Other*

*Append any relevant documents*