

**POLICY NO. MED002**

**STUDENT HEALTH AND MEDICINE**

**Rationale:**

Student health and wellbeing is a very important role and the safe handling, storage and administration of medication is paramount. Early intervention is critical, especially in relation to a student with an identified health care need. It is essential that upon enrolment or when a health care need is identified, the school has clear plans and processes in place to support the student's health care needs.

**Aim:**

- To ensure detailed protocols are in place to best enable the appropriate management of student health requirements.
- To provide accurate and up to date documentation of student medical files and health action plans.
- To support student health needs by providing adequate and safe management of medications, including safe storage, administration and documentation.
- Ensuring a safe and comfortable environment where students feel safe when requiring medical attention.

**Implementation:**

**Student Health and Medical Information**

- On student enrolment, an immunisation certificate is required.
- A Medical Information Form is required for all students. Emergency contacts, family doctor, ambulance membership and any other medical conditions need to be recorded. At the beginning of each school year parents/guardians will be requested to update medical records.
- The medical status of each child will be made available to the relevant classroom and associated teachers and staff.
- Each child with an ongoing medical condition will require a "School Emergency Action Plan" to be formulated and documented by a doctor in consultation with parents for school use.
- Parents are responsible for the regular maintenance of their child's medical/emergency information. Any student requiring medical, asthma or anaphylaxis action plans will be followed up by our Student Welfare Officer

**Medication**

- Thorough documentation will be maintained for medications stored in the office and when any medicines are administered to students.
- For students requiring prescribed or medicinal drugs within the school jurisdiction the following procedures will apply:
  - Parents/guardians should supply medication in its original packaging accompanied by a letter clearly stating the child's name, the dose and the time it is to be administered, it's frequency and whether the medicine requires refrigeration.
  - All medication will be handed to the office staff for appropriate storage and dispensed by them at the correct time.

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- As a general rule, asthmatic inhalers will be kept at the office for dispensing. If parents require students to retain their own personal inhaler, the student must be trained in its use and this practice must have written permission from the parent/guardian.
- A list of all student medicines kept at the office will be maintained by office staff but it will remain the parent/guardians responsibility to ensure medicines provided have a long expiry date for safe administration. The parent/guardian will need to keep a record of the expiry date themselves and supply replacements when required.

### Excursion/Camps

- The camp/excursion leader will designate a participating staff member to collect, store (i.e. the medication, its delivery device and a copy of the child's management plan) and administer medication to those students whose parents have supplied medication. A person will also be responsible for the first aid kit.
- If an injury occurs, the attending teachers will decide on the appropriate first aid treatment.
- There will be an appropriately qualified first aider present during any excursion/camp.
- Prior to any excursion/camp, every student participating will return an updated emergency medical form completed by their parent/guardian and/or medical practitioner.

### Evaluation:

- The school will appoint a First Aid Officer annually to ensure policies are adhered to.
- The First Aid Officer is responsible for reviewing, updating, overseeing and evaluating the current Student Health and Medicine policy, procedures and processes on an annual basis.

### Related Policies:

Policy MED001 Student Injury and First Aid (#63)  
 Policy MED004 Anaphylaxis Management (#72)  
 Policy MED003 Asthma Management (#30)  
 Policy OHS002 Emergency Management (#59)  
 Policy OHS018 Staff Injury (#64)

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