



## Clifton Creek Primary School

# Health & Well-Being Management Policy

### **Policy Statement:**

Clifton Creek Primary School has a duty of care to ensure that all students, staff and community members are safe whilst at school.

### **Aim: to ensure that**

- medications are administered appropriately to students whilst in care.
- the school has defined areas for the safe storage of medication.
- Staff are familiar with the appropriate procedures to administer medication for common medical conditions such as asthma, epilepsy.
- Staff are aware of children who have known medical conditions and who require ongoing medication.
- Appropriate record keeping & communications to parents relating to incidents at school are followed.

### **Implementation:**

- Children who are contagious are encouraged to remain at home.
- In the case of an emergency an ambulance will be contacted.
- Students should not take his or her first dose of a new medication at school as the student should be supervised by the family or health professional in case of an allergic reaction.
- Parents/carers are encouraged to inform teachers if their child has been administered any medication during the night, or before going to school.
- Teachers will administer medication based on the following principles:
  - The right child
  - The right medication
  - The right dose
  - The right method
  - The right date and time
- All medication from home should be clearly labelled in the original container with the child's name, date of issue, dosage to be given and frequency of dosage prescribed and directions for appropriate storage.
- Paracetamol or any other non-prescription medication (excluding off-the-shelf topical preparations such as Stingose) will not be administered to children without consent of the parent/guardian or a medical practitioner.
- All verbal requests for children to be administered prescribed or non-prescribed medications whilst at school must be recorded in the CCPS Medications Log.

- All medication to be administered at the school should be given to the classroom teacher/staff to store in a safe place. Parents must inform the principal or class teacher and clearly specify time and/or signs and symptoms. *"When required"* is not sufficient. This must be recorded in the CCPS Medications Log.
- The CCPS Medications Log is to be kept within the Accident Register folder at the front desk.
- Staff who administer medication will record the medicine administered, dosage, date and time in the CCPS Medications Log.
- Insect Repellent Spray (*Skintastic Off*) which is safe for children 12 months & over will be provided for staff to administer as necessary to those children who have written consent provided upon enrolment.
- Parents of **asthmatic** children are required to complete an *"Asthma Plan of Action"* in consultation with their child's doctor on enrolment, which is to be reviewed yearly or if any changes in treatment occur.
- Parents of **anaphylactic** children are required to complete an *"Anaphylaxis Plan"* in consultation with their child's doctor.
- When administering Ventolin, contact with the family will be made before, during or after the administration as deemed necessary. If a student receives Ventolin at school, parents will be called immediately explaining all relevant detail.
- Children who are able to self-administer asthma reliever sprays (e.g. Ventolin, Respolin) can keep them in their bags. The parent/guardian is to notify Principal and class teacher. This practice must be noted in the student's *"Asthma Plan of Action"*.
- A staff member will monitor out-of-date medications in the school's first aid cupboard and replenish as necessary.
- Parents/carers of students that have more complex medical needs that may require injections or suppositories are required to meet with the Principal to discuss the matter, to determine an appropriate medical management plan.
- The Principal will ensure there is an appropriate number of staff who have Level 2 First Aid training.
- All classroom teachers and casual relief teachers will be informed by the Principal of children who require medication.
- Whilst on excursions children will be administered medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the CCPS Medications Log. Completed pages will be returned to the CCPS Medications Log on return of the excursion to school.
- If a child becomes unwell at school or on a camp or excursion, parents/guardians will be contacted to collect their child. If families are unavailable then emergency contacts will be notified.
- **Evaluation:**  
To be reviewed annually.

This policy was last ratified by School Council on 9/05/2018.