



Our Lady of Mount Carmel School, Hilton

Medical Plans, Medication and First Aid Procedures

1. Purpose

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety and Wellbeing
Other	

2. Scope

These guidelines apply to all students in Three-Year-Old Kindergarten to Year Six, as well as all employees of Our Lady of Mount Carmel School, Hilton.

3. Definitions

Not Applicable

4. Procedure

Medical Plans

- Questions regarding medical information are included as part of the Enrolment Interview.
- Parents and caregivers are required to complete the appropriate Health Care Plan below for students presenting with a health issue, including, but not limited to:
 - Diabetes Management Plan and Action Plans from Diabetes WA
 - Anaphylaxis action plans from the Australian Society of Clinical Immunology and Allergy
 - Asthma action plans from National Asthma Council Australia
 - Epilepsy Management Plan from Epilepsy Smart Schools
 - Medical Action Plan (internal document) for any condition not listed above
- Parents and caregivers are expected to educate the child about their medical condition and appropriate steps.
- Should there be any change to a child’s medical condition, parents and caregivers must provide updated information to the school.
- When necessary, Office Staff will prepare a “red bag” with the child’s photo and necessary medication and plan to be hung on the wall in the First Aid Room.
- When a Medical Plan is provided, Office Staff will update Administration of Schools and ensure that an alert flows through to the student profile on Seqta.
- When planning educational activities, school staff must take into account the Medical Plans of students.
- School staff must plan ahead for special activities (e.g., art, cooking, sport days, special occasions, incursions and excursions) and liaise with parents/guardians in advance. Students who require health care support may be at increased risk when engaged in off-site activities such as excursions and camps. When planning these activities, health care plans should be reviewed in the context of the particular activity. Ensure medical boxes/ first aid kits go on excursions.
- The Principal is responsible for ensuring that staff hold the appropriate qualification for asthma and anaphylaxis, as well as any other medical conditions present within the school for which there is training (for example epilepsy or diabetes)

Administration of Medication

- Where possible, student medication should be administered by the parent/caregiver at home, in times other than school hours. As this is not possible in all instances, before the Principal approves school staff to administer prescribed medication to students, requirements as per this procedure are to be met.
- Parents and caregivers, must ensure that all medication is labelled correctly, is not out of date, and sufficient quantities are supplied for the student’s needs. All medication should be in original packaging, clearly showing the name of the medication, student’s name, dosage, expiry date and frequency of the dosage.
- The Office Staff will ensure that the parent/carer supplies the school with a Request to Administer Medication Form (Appendix One) or an up-to-date action plan completed by the student’s doctor or nurse practitioner.
- The Office Staff will safely store medication with Request to Administer Medication Form or action plan in student boxes in the medical cupboard in the sickbay. Access is restricted to staff only.
- The Office Staff will safely store all controlled substances (such as Ritalin, dexamphetamine, oxycodone, fentanyl) with Request to Administer Medication Form in locked administration cupboard. Access is restricted to those staff with a Master Key.
- The Office Staff will inform staff of student medical needs and associated documentation and ensure a copy is included in the relief files.
- The Office Staff will accurately record medication given to students (Appendix One). For controlled substances, ensure the administration of medication is witnessed and co-signed on the Record of Health Care/Administration of Medication Form.
- School staff must be familiar now which students have medical needs and be familiar with action plans/ medication requirements.
- When planning educational activities, school staff must take into account the Administration of Medication needs of students.
- The Principal must not allow the possession, use, or distribution of non-medically prescribed drugs, alcohol, tobacco products or drug/smoking-relating equipment, including e-cigarettes or any non-medically prescribed device simulating smoking or drug taking.
- Once completed, all forms are to be stored on Student Records.

First Aid

- If an incident occurs on duty, the staff member assesses any injuries and determines if first aid is required in the office.
 - Office staff are to maintain current HLTAID012 and are responsible for the administration of first aid.
 - First aid administered on site is to be recorded via Passtab.
 - When deemed necessary based on the risk, when an off-site activity occurs it may be necessary for a HLTAID012 trained staff member to attend and be responsible for the administration of first aid.
- Office staff are to maintain current HLTAID012 and are responsible for the administration of first aid.
- First aid administered off-site is to be recorded and then transposed into Passtab.
 - If deemed a significant injury by the Principal, an Incident Report Form is to be completed.
 - Parents/caregivers will be notified by phone if the injury is more than a simple graze or knock. Parents/caregivers will be notified if students have sustained any head/eye injuries.
 - Office staff will regularly check and update first aid supplies.
 - If the incident is deemed a Reportable Incident, complete required documentation to notify Catholic Education Western Australia.

Authorised by	Jayson Peacock	Signature:	Approved
	Principal	Date:	24/05/2023
Effective Date:	01/01/2023	Next Review:	2024



Request to Administer Medication Information

To be completed by parent/caregiver to request for any medication to be given to their child.

Where possible, student medication should be administered by parents at home at times other than during school hours. As this is not possible in all instances, before the Principal approves school staff to administer prescribed medication to students, the following requirements must be met. No medication will be administered in school hours except by prior written agreement and approval by the Principal or delegate.

1. The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students.
2. The doctor is to provide in writing any additional information to staff regarding special requirements that may exist for the administration of the medication.
3. The doctor should provide in writing all information of any side effects of medication and consequences of providing medication when it is not necessary.
4. Prescribed medications are contained in properly labelled containers showing the name of the medication, student's name, dosage, frequency and the expiry date.
5. It is the responsibility of parents/guardians to provide the correct drug properly labelled. Improperly labelled drugs will not be administered.
6. Staff will not administer expired medication, it is the responsibility of parents and caregivers to ensure that medication is not expired.
7. It is also the responsibility of the parent/guardian to ensure medication is replaced before the expiry date, as staff cannot administer medications which are past their expiry date.
8. A new request/record agreement will be required if:
 - a. the dose or medication type is altered;
 - b. the regime is re-started/continues following the expiration of this request;
 - c. at the beginning of each new calendar year.

Prescribed student medication is to be presented to School Office on arrival at school and must be in the original packaging clearly showing the name of the student, the name of the medication, the dosage and frequency. All medications are kept in the School Office. No medications are allowed to be kept in children's school bags during the school day.

The Office Staff will check that this form is complete and present it to the Principal or delegate for final approval.

Please see next page for form.



Request to Administer Medication Form

To be completed by parent/caregiver to request for any medication to be given to their child.

Parent/Caregiver Request

Name of Parent/Caregiver			
Name of Student			
Prescribing Doctor			
Medical Condition			
Medication Name			
Medication Form	<input type="checkbox"/> Tablet <input type="checkbox"/> Liquid <input type="checkbox"/> Other:		
Commencement Date		Conclusion Date	
Dosage per Administration at School (eg mls or quantity of tablet)		Time/s to be Taken at School	
Parent/Caregiver Signature	Being the parent/caregiver of the above student, I request that a school staff member administer the medication as prescribed above.		
Date			

Form to be presented to the School Office for approval by the Principal or delegate.

OFFICE STAFF TO COMPLETE SECTIONS BELOW THIS LINE

Name of Staff Member			
All Details Included	<input type="checkbox"/> Yes <input type="checkbox"/> Other:		
General Notes			
Quantity Received		Approval to Administer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Signature		Principal Signature	
Date		Date	

This form must be signed and approved by the Principal prior to administration of any medication.

