

## **MEDICATION AND ACCIDENT POLICY**

### **RATIONALE**

The school manages a number of diverse medical problems. Treatment of children can raise legal, health and ethical issues which require consideration.

### **PURPOSE**

To provide guidelines which ensure adequate care for the child, protection of parents and visitors' rights, legal protection for staff and the safety of all these groups.

### **GUIDELINES**

1. At least three administration staff will be qualified in First Aid.
2. Admin staff and all necessary teaching staff will be trained in the use of an Epi-pen. This procedure will only be carried out in a life-threatening situation for those children concerned.  
N.B. Every attempt will be made to contact a parent or caregiver in order to get the child to a qualified doctor before their reactions determine an emergency situation.
3. All medication must be kept in a secure place
4. Prescribed medication and pain killers (including those purchased from a pharmacy) are not dispensed without parents' written permission.
5. Parents whose children require medication on a daily basis must provide a written statement detailing the dosage and other relevant instructions.
6. Notebooks will be kept of daily medication given to children on a regular basis.
7. Children requiring oral medication will be supervised.
8. Parents of children with asthma will be expected to inform their child's class teacher at the start of each year, and a treatment regime for that child will be agreed upon.
9. Staff are advised to err on the side of caution when diagnosing the severity of childrens' injuries in deciding whether or not to contact parents or doctors.
10. All staff will be notified of those children who are medically at risk, at staff meetings, admin meetings and morning tea briefings.
11. A list of children with more serious medical problems will be updated as required and a copy kept in the sick bay, the filing cabinet, on computer and the D.P's office (Jnr. School).
12. All teachers should read the medical details of the children who are in their class, on enrolment forms or on computer.
13. A record of injuries is kept in the accident book in the sick bay.
14. All groups leaving the school must carry First Aid Kits.
15. Rubber gloves are provided and must be worn for all blood-related or body-fluid cases.
16. Children are not allowed to swim if they have skin infections or a dressed wound.

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