



## INTRODUCTION

Southern Cross Grammar acknowledges that some students require medication and/or management of health conditions at school. While parents/caregivers have ultimate responsibility for the administration of medication and the management of health conditions, Southern Cross Grammar can assist with the provision of these services.

Southern Cross Grammar has an obligation to ensure the health and safety of staff, students and others affected by Southern Cross Grammar workplaces and workplace activities through fast and effective responses to emergencies related to health conditions.

## PURPOSE

The aim of this document is to provide guidance for:

- Addressing the wellbeing of all members of the school community; and
- Situations involving the management of health conditions and illness.

## SCOPE

This policy applies to situations where a parent/caregiver requests the school in writing to administer prescribed medication as directed by a medical practitioner, and/or to assist with managing a specific health condition as well as where a particular emergency first aid response is needed. This policy also applies to situations involving the management of general health conditions and illness.

## RESPONSIBILITIES

### Principal

The Principal is responsible for ensuring that:

- the school community is informed of guidelines and procedures for administering prescribed routine and emergency medication and for managing student health conditions;
- staff are provided with information and training to enable them to administer medication and to assist with the management of health conditions;
- opportunities are optimised for students requiring medication, and students with health conditions, to participate in the full range of school activities;
- administration of medication and other health condition management procedures respect the privacy and dignity of students whenever possible;
- medication is stored securely but is readily accessible when required;
- emergency first aid procedures for potentially life-threatening situations caused by asthma, anaphylaxis or other identified conditions are given special priority and best practice currency maintained;
- written requests from parents for assistance with administering medication or managing health conditions, including written advice from medical practitioners, is received;
- a system is maintained for registering and recording medication administered at school as accountable and audited records;
- only qualified staff give intravenous injections.

## RELATED POLICIES

Anaphylaxis

First Aid



## STUDENT MEDICAL INFORMATION

Parents/caregivers are required to supply Southern Cross Grammar with current medical contact details of students and an appropriate history of prior conditions, upon enrolment of a student. Parents/caregivers are required to complete a form which authorises the school to administer any required medication and to take required action to meet the medical needs of a student in the event of the illness or injury of the student. Parents/caregivers are also requested to alert the school to current medical conditions that may require prescribed medication, special monitoring or treatment.

Opportunities should be provided for students who require medication, or who have a health condition to participate in the full range of school activities according to the advice of their medical practitioner. This applies to classroom activities and activities such as excursions, camps, swimming, sport, physical education, outdoor education, vocational activities, work experience and public displays.

## MEDICATION

Some forms of medication may be administered at school by personnel as authorised by the Principal. Prescription medications are not to be administered unless the parent / caregiver completes the "Permission to Administer Medication" form within Operoo and the school is provided with instructions from the student's medical practitioner in the form of a doctor's letter or a copy of the prescription or sighting of the medication container showing instructions printed by the pharmacist according to the doctor's prescription should be provided to the school.

Over-the-counter medication, including analgesics, antihistamines or general painkillers are not to be administered unless the parent / caregiver completes the "Permission to Administer Medication" form within Operoo. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines. The containers for these are often blue.

If a student has a medical condition which requires administration of medication in emergency circumstances, e.g. severe allergies to food, bee stings etc, parents are required to supply the school with a medical action plan for these procedures which is outlined by the student's doctor. Parents are responsible for providing and maintaining the required medication and permission for its administration. These procedures need to be discussed and be in place before the student begins school.

Medications, other than Asthma inhalers and adrenaline auto-injectors (often referred to as an EpiPen or Anapen) are to be kept in a secure area. Asthma inhalers and adrenaline auto-injectors must be readily available at all times. Refer to the Anaphylaxis policy for further details on the storage and use of adrenaline auto-injectors.

Students may self-administer medications provided that written authorisation is provided by the parents/caregivers and the Principal, or their delegate, approves that the student is capable of self-administering. Unless approved by the Principal, or their delegate, medications to be self-administered must be securely stored in the School's first aid room. All medications provided for a student's use must be clearly labeled with that student's name and cannot be provided to any other student, including siblings. Requests of individual class teachers to administer medication is not permitted. All medication administered at Southern Cross Grammar will be recorded on the "Permission to Administer Medication" form.

## SICK OR INJURED STUDENTS

Minor scratches and abrasions are attended to by the classroom or playground duty teacher.

A dedicated First Aid Room is provided in the administration area at Southern Cross Grammar. Sick or injured students are escorted to the First Aid Room, provided it is safe to do so, where they are treated and/or monitored.

If a student continues to appear unwell or has sustained a serious injury, the parents of the student will be contacted and asked to collect their child as soon as possible. The school must be advised if a person other than the parent/caregiver will be collecting the sick or injured student from the school. In the event of the parents/caregivers not being contactable, emergency contacts will be contacted. In an emergency situation if the parents or emergency contacts are not able to be reached, an ambulance will be called.



## MEDICAL EMERGENCIES

In the event of a severe accident or sudden illness, an Ambulance will be called to attend to the student, and if necessary, escort that student to the nearest hospital or doctor. The school does not need to wait for parent/caregiver permission to call an Ambulance.

The School will make urgent contact with the parent/caregiver or emergency contacts if parent/caregiver is no contactable.

Where a student is transferred to hospital a staff member will accompany the student if the parent/caregiver is not already onsite. A staff member will only not accompany the student if in doing so they would be leaving other students unaccompanied, ie whilst on a camp or excursion.

## INFECTIOUS DISEASES

Staff and students with certain diseases and conditions will not be permitted at school because of their infectious characteristics. The National Health and Medical Research Council has guidelines that are made on the premise that students and staff who are ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that students with certain skin diseases may return when appropriate treatment has commenced.

The following list is not all-inclusive and further guidelines may be sought from the Principal.

Common infections requiring exclusion include:

- chicken pox,
- conjunctivitis (acute)
- glandular fever
- measles and rubella (German measles)
- mumps
- ringworm
- scabies
- school sores
- whooping cough
- human parvovirus

Parents/caregivers are requested to notify the office if their child contracts an infectious illness.

Staff suffering from any of the above must have a clearance from their Doctor before returning to work.

## HIV AND AIDS

HIV is a virus carried in blood and bodily fluids. It is not an occupationally transmitted disease and is not contagious other than direct blood-to-blood contact, during pregnancy, at childbirth and while breastfeeding.

There is no legal requirement for a parent to disclose the immune status of their child. If it is disclosed that a child has been tested as antibody positive for the HIV Virus then the laws of confidentiality and non-discrimination must be followed.

Factors that should be taken into account include:

- Is the child's immune system sufficient to withstand the common infections that are often present in a school environment?
- A child that is unwell should be assessed by their doctor to determine when they can return to school.
- A child that has moist skin lesions or abrasions should have them covered while at school. The covering should be waterproof and securely attached. If lesions are weeping or discharging and cannot be covered then, as a precaution, the child should stay away from school until the lesions are healed or can be covered appropriately.
- A child that has developed impairment or immunity should remain away from school during outbreaks of serious contagious diseases such as measles or chicken pox, as children with HIV are more susceptible to such infections.
- In the event of having to resuscitate a child who is known to be infected with HIV, precautions should be taken if time allows. In this case a two-way valve child resuscitation kit should be used. Please note that there is little risk of contracting HIV through resuscitation and resuscitation must never be withheld.



## HEAD LICE

If a case of head lice has been reported in a class, a letter will be issued to all parents/caregivers of students in the class. Parents/caregivers are requested to check their child's hair and treat if head lice or eggs (nits) are present. It is important that the school is informed of any discovery of head lice as they are easily spread if all those infected are not treated.

## REQUIREMENTS FOR EFFECTIVE IMPLEMENTATION

### Informing the School Community

- Staff and parents/caregivers are consulted about, and informed of school procedures for the administration of medication and the management of health conditions.
- Students undertake a component in the Health and Physical Education program that addresses health conditions and their management.
- Students and staff are informed of the warning signs, triggers and emergency responses for health conditions requiring medication or other management, of which the school has been advised.

### Staff Training

- Staff have access to sources of information about medication and health conditions. First aid training that incorporates specific first aid responses for health conditions is provided and accreditation maintained for school personnel to enable them to be first aid providers.
- Basic skills and information are provided to all staff about medication or other management procedures for health conditions known to be present in the school.
- Training is provided by a medical practitioner or authorised training provider.

## PARTICIPATION IN SCHOOL ACTIVITIES

- All school activities, including excursions, camps, physical education, swimming, sport, and outdoor education, include a planning component addressing the needs of students requiring medication or management of a health condition. This plan should be addressed within the school's risk management approach.
- A management plan, universal or individual, is developed for students who require medication or management of a health condition at school.
- Protocols that incorporate safety and security considerations are developed for students approved to self-administer medication and/or self-manage a health condition.
- Schools take reasonable action to remind students about taking their medication where necessary.
- A first-aid qualified staff member and a first aid kit accompanies to all off-campus school activities.

## SECURITY AND ACCESSIBILITY

The School will ensure that:

- Access to medication by, and risk to, other students is minimised.
- Medication carried by students is securely stored.
- Medication are stored appropriately this includes locked storage and temperature control.
- Medication for emergency situations is stored so that ready access is assured.

## RECORD KEEPING

- Written requests from parents/caregivers with associated guidelines and procedures from the medical practitioner are recorded and able to be retrieved as required.
- Medication is administered directly from its original packaging.
- A register is maintained for the purpose of recording all occasions when school staff administer medication including:
  - student's name



- date and time
- name of the medication
- dosage provided
- method of administration
- person who administers medication

## RESPECT FOR PRIVACY AND DIGNITY

The actions and attitudes of school personnel and school protocols support students capable of self-administering medication.

Southern Cross Grammar promotes the normalising and acceptance of health conditions. The school culture discourages discrimination against students requiring medication or with a health condition.

Registers of medication and other information related to a student's health are treated and stored as confidential information.

## SELF-ADMINISTRATION OF MEDICATION

Some students will be encouraged to administer their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by the school, in accordance with contemporary management of chronic health conditions.

At Southern Cross Grammar, self-administration may apply to students who are assessed by their medical practitioner and parents/caregivers and approved by the Principal, or their delegate, as capable of administering their own medication while participating in school activities.

Self-administration of medication may include:

- monitoring blood sugar levels and the injection of insulin for diabetes;
- inhaling medication such as "Ventolin" for asthma;
- orally administering anti-convulsant medication for epilepsy; and
- orally administering enzyme replacements for cystic fibrosis.

Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of injecting equipment.

Procedure for approval of self-administration

1. The parent/caregiver provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication.
2. The Principal, or their delegate, determines if the student is capable of assuming this responsibility.
3. The student and the school agree on where medication is stored and where and how it is administered.
4. Teachers can assist students to manage their health condition by incorporating their medication needs in the routine management of the class and school.

## INDIVIDUAL MANAGEMENT PLANS

Most procedures for the administration of medication and management of health conditions can be adequately addressed by universal guidelines. However, students with more complex requirements may require individual management plans.

These plans should be reviewed on their expiration and/or upon a change in the student's health status.

Some students have several health conditions and the integration of treatment for these conditions may require an individual management plan.



## EMERGENCY FIRST AID

In emergency situations, trained school personnel may be required to administer medication to preserve the life, safety and health of a student. These emergencies may occur for students with diabetes, epilepsy, anaphylaxis and asthma. The possible medication requirements include administering inhaled medication such as “Ventolin” for asthma, rectal administration of “Valium” for epilepsy, an injection of glucagon for diabetes and an injection of adrenalin for anaphylaxis. Injections for diabetes and anaphylaxis are usually administered by a pen device and are not intravenous.

All school staff are to be trained by qualified providers in the recognition, management and first aid treatment of emergency medical conditions.

Emergency response protocols should address the following:

- Authorised school personnel know where the medication is stored, and to whom it belongs.
- The medication is readily accessible at all times.
- Ensuring the student has been correctly identified before administering any medication.
- School personnel are informed of, or can quickly find out, the correct dosage.
- School personnel are trained in administering the medication, where necessary.
- A process is established for who is to contact the parent/caregiver, ambulance and medical practitioner and when contact is to be made.
- If an ambulance is called, the ambulance officer should be advised of what medication, if any, has been administered.
- Information should be recorded about
  - what time the emergency occurred
  - who took action
  - what action was taken
  - who else was there

Current best practice emergency actions are to be displayed in all First Aid rooms.

## OFF-CAMPUS ACTIVITIES

As part of the risk assessment for any off-campus activity consideration should be given to the accessibility to the ambulance service and/or hospital. Especially when students with known, potential life threatening conditions, will be in attendance.

Where a student attending an off-campus activity has an individual action plan any medications required by that action plan, along with a copy of the action plan, must accompany the student.

<b>LAST REVIEW:</b> JUNE 2022	<b>REVIEWED BY:</b> BOARD
<b>NEXT REVIEW:</b> 2025	<b>BOARD APPROVAL DATE:</b> 16 JUNE 2022

12 APRIL 2022: Updated formatting and instructions for Permission to Administer medication, removal of Appendices 2 and 3

13 MAY 2019: Logo, formatting and general terminology updated

MARCH 2011: Development of new document