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|  | <p style="text-align: center;">CAIRNS STATE HIGH SCHOOL</p> <p style="text-align: center;">Administering Medication and First Aid Policy</p> |
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Introduction

At Cairns State High School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations. Occasionally, it is a requirement that medication be administered or first aid is rendered.

Purpose

The purpose of this policy is to provide information to Parents, Carers and Staff in relation to administering medication and rendering first aid.

In particular this policy covers the following:

- Guidelines for administering medications to students;
- Procedure for approval of self-administration of medication by students;
- Guidelines for administering first aid;
- Parent, carer and student responsibilities in relation to their own health and safety;
- Procedures for students who attend the onsite Sick Bay.

References

This policy is to be read in conjunction with the following documents and policies:

- Department of Education, Training and Employment First Aid Policy 3.0;
- Department of Education, Training and Employment First Aid Guideline; and
- Workplace Health and Safety Queensland First Aid Code of Practice 2004.

Guidelines for Administering Medications to students

Schools cannot administer over-the-counter medications, including analgesics, homeopathic or prescribed medications, unless they meet the guidelines set out below. The exception to this is the reliever puffer, such as Ventolin, which is included in separate guidelines for the treatment of asthma.

Parents and carers are expected to undertake the following in relation to the administering of medication and / or management of health conditions:

- Request the school in writing to administer the prescribed medication or to assist in the management of a health condition;
- Notify the school in writing of any requests and / or guidelines from a medical practitioner including potential side effects or adverse reactions for the medication;
- Provide the medication in the original labelled container to the nominated staff member;
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken;
- Advise the school in writing and collect the medication when it is no longer required.

Procedure for Approval of Self-Administration of Medication

Self – administration may apply to students who are assessed by their medical practitioner, parents / carers and the Principal as capable of administering their own medication while participating in school activities. This assessment needs to establish that students approved to carry their own medication can demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of injecting equipment.

The procedure for seeking approval for self-administration of medication is as follows:

- The parent provides a written request, with guidelines and procedures, for the student to be responsible for administering their own medication;
- The Principal determines if the student is capable of assuming responsibility.
- The student and the school agree on where medication will be stored and where and how it will be administered.

First Aid and Guidelines for Administering First Aid

First Aid is the immediate care given to someone who is ill or injured until more advanced care is provided or the person recovers.

Where a student or staff member requires first aid, the first aider (who holds the appropriate qualifications and training) should provide initial management of injuries or illness and ongoing care should be provided by a parent or carer, medical practitioner or ambulance. It is also noted that the first aider should not exceed their training and expertise in providing first aid.

Parent and Carer Responsibilities in relation to student health and safety

It is recognised that infections and illnesses are common and generally not serious. However, in an effort to prevent the spread of infections and illnesses, Cairns State High School has adopted the following policy;

- Parents / carers are asked not to leave their student at school if they are unwell and will not be able to participate in the day's classes and learning activities;
- If a parent / carer discovers a student has attended school while experiencing an infectious illness the parent / carer is to inform the school immediately;
- Parents / carers are asked to notify the school if the student has an injury / condition which may affect their participation in student activities;
- Any student who is at risk of anaphylaxis is required to have a management plan that has been developed in consultation with the parents / guardians and medical practitioner, and provided to the Principal.
- In the event that a student becomes unwell during their day, we will provide first aid and notify the parents / carers to arrange pick of the student, unless urgent medical assistance or hospitalisation is required; and
- The school is able to provide first aid for an illness or injury. It is the responsibility of the parent / carer to ensure that proper care and management is sought and received after initial first aid is provided. The school is not equipped to provide ongoing care or support to students in this instance.

Procedure for students who attend the School's Sick Bay

In the event that a student becomes unwell, the following procedure is to be utilised:

- The student must approach their teacher to request an out of class pass to attend the sick bay.
- If the teacher deems it appropriate, then an out of class pass is issued.
- The student may then attend the sick bay to seek first aid / medical attention.

In the event of an accident or emergency or if during a scheduled break, the student is able to attend sick bay without an out of class pass.