



# Good Shepherd Catholic School

— Lockridge —

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## MEDICAL ACTION POLICY

### Rationale

Good Shepherd Catholic School endeavours to maintain best practice in dealing with children with medical conditions, illness or needs. This policy aims to formalise medical procedures and practices established within the limitations of the staff training and expertise, and in the best interests of the student.

The school owes a duty of care to all students and as such, foreseeable risks need to be minimized. This policy has been reviewed in line with the medical needs of the students enrolled at Good Shepherd Catholic School.

The ongoing education of the community in regards to the medical conditions and how the parents and children can support the school in offering the best environment possible for these students will be a priority.

### Principles

1. Self-management and self-administration of medications is the preferred option however in a primary school environment this is not always possible
2. Children should be medicated at home or self-administered
3. Good Shepherd Catholic School endeavours to:
  - a. Provide a safe environment for students with specific medical needs as directed by the appropriate authority
  - b. To maintain best practice by establishing and regularly updating the students' Medical Plans
4. The parents are responsible for providing:
  - a. The student with good practices for managing their medical condition, illness or needs
  - b. A current and complete Medical Action Plan
  - c. "In date" medication as described in the Medical Action Plan
5. Where a parent is unable to attend to administer medication, then, by agreement between Principal and parent, the school staff may administer or supervise administration by students.

### Procedures

1. Self-medication or taking medication outside of school is the preferred option as the school staff will not, as a norm, be responsible for administering medications and it enables:
  - a. Parents to monitor their child/ren's reaction to the medication
  - b. Parents can ensure that the medication is brought home each night
  - c. Parents to discuss with the doctor alternative medications or timing for the medications
  - d. Parents to administer medication during school time where possible
2. Where medication is deemed by a Medical Practitioner to be carried at all times by student, the parent is responsible for providing and maintaining the medication on the student
  - a. Parents are responsible for:
    - Providing 'in date' medication
    - Completing a student medication request form
    - Providing a completed student medical action plan if required

3. School staff will not administer analgesics or non-prescription pain suppressants (e.g. aspirin and paracetamol) which may have undesirable side effects without a medical practitioner's written instruction because of the possibility of the development of Reye Syndrome (a potentially fatal disease in childhood).
4. The parents/guardians of students who are required to self-administer prescribed medication are to notify the Principal of this requirement and all relevant details, e.g. reason for medication, what form the medication takes, dosage, side effects, symptoms of misuse and the prescribing doctor. (Appendix E).
5. The student's Medical Action Plan will contain:
  - a. The student's photograph
  - b. A description and/or name of the illness
  - c. Symptoms
  - d. Treatment Plan
    - (i) Medication name
    - (ii) Amount to be administered
    - (iii) Location of medication
    - (iv) Expiry Date
    - (v) Possible side-effects
  - e. Parent/Caregiver contact details
  - f. Written approval from the parent/guardian to implement the Medical Action Plan signified by the parent/guardian's signature
  - g. Medical Practitioner's signature as a sign of approval
  - h. Review date
6. The Medical Action Plans shall be received:
  - a. Upon advice from the parent or medical practitioner
  - b. At least annually
  - c. After each incident
7. All school activities, including excursions and camps, should make provisions for an Emergency Action Plan. This will include attendance at excursions / camps of an appropriately trained school staff member in the case of student/s with specialist medical or health care needs.
8. A copy of the current Medical Action Plan for each child with the approval of the parents, will be:
  - a. Maintained in:
    - i. Each teaching classroom
    - ii. The Sickroom
    - iii. The Staffroom
    - iv. The Principal's Office
    - v. The Reception
    - vi. Music Room
    - vii. Computer Room
    - viii. Library
  - b. Be given to each relief staff person upon arrival
9. The teacher in charge of an excursion or camp will:
  - a. Give consideration of the medical conditions of students within the class when choosing excursion venues
  - b. Prior to leaving:
    - i. Ensure that the following First Aide kits are with the students at all times:
      1. Asthma kit
      2. First aide kit
      3. The school first aid backpacks will be kept in the staffroom
    - ii. Audit the first aid kits prior to leaving on the camp or excursion
    - iii. Bring the Medical Action Plan

- iv. Endeavour to remind the child with specific medical needs to bring their medication, although this remains the responsibility of the student/parent
    - v. Take a school phone or personal phone
  - c. Whilst on the excursion or camp:
    - i. Ensure that the first aid backpack remains with the student's group
    - ii. Administer first aid or medical action plans as required
  - d. Upon return:
    - i. Notify the Principal of any incidents and complete an Incident Report, if required
    - ii. Notify the school Administrative Officer of any first aid medications or equipment used so that it can be replaced
    - iii. Return the school first aid backpack, asthma kit and first aid kit to the staffroom
- 10. All medication coming onto the Good Shepherd Catholic School site must be:
  - a. Recorded in the medication journal maintained by the School Administrative Officer
  - b. Held in the
    - in the sickroom or office for prescribed medication
    - in each classroom – for medications such as Claratyne on Medical Action Plans
    - on the student – for medications such as asthma puffers on Medical Action Plans
- 11. Training of the staff:
  - a. Senior, office and selected teaching staff will be provided with the opportunity to maintain Senior First Aid Certificates.
  - b. Each year the School/Community Health Nurse will be asked to provide special training on the administration of an EpiPen to the staff.
  - c. Teachers with responsibility for students with Medical Action Plans will receive special briefings at the commencement of the school year or as a new Medical Action Plan is presented.
- 12. Relief staff upon arrival will receive:
  - a. A Medical Action Plan File.

This document will be returned to the School Administrative Officer and the conclusion of the day.
- 13. The School Administrative Officer will develop and maintain a current Medical Alert List of children requiring Medical Action Plans. A copy of this list will be available on:
  - a. The Receptionist desk
  - b. In the Sickroom
- 14. The Canteen Manageress and the Principal will:
  - a. At the commencement each school year audit the canteen.
  - b. Meet to review any changes to the canteen menu to ensure allergens are eliminated or minimised.
- 15. A School Medication Journal will be maintained by the School's Administrative Officer. The School Medical Journal will include:
  - a. The date on which the medication commenced.
  - b. The name of the medication.
  - c. The dosage.
  - d. The time at which the medication is to be given.
  - e. The condition being treated.
  - f. The location where the medication will be kept.
  - g. Student Medication Request/Record Form number.
  - h. The date on which the medication is to be ceased or the expiry date of the medication.
- 16. Incident Report Forms: (recorded within this is the C.C.I. booklet held by the School Administrative Officer.)
  - a. All serious medical incidents will be recorded on an Incident Report Forms by the person controlling the incident.

- b. Incident Report Form will contain:
    - i. The date.
    - ii. A description of the incident.
    - iii. Medication given.
    - iv. Witnesses.
    - v. Person notified.
    - vi. Whether the child left the school.
    - vii. A record of who has been asked to replace medication use.
  - c. The School Administrative Officer will:
    - i. Maintain the Incident Report Forms file.
    - ii. Ensure that the medication is replaced by the parents within an appropriate timeline.
17. Good Shepherd will maintain First Aide Kits stored in the Staffroom.
18. Calling an Ambulance.
- a. The person summoning the authorities will:
    - i. **ring 000, speak to the appropriate service and provide them with the:**
      1. **Callers name**
      2. **The school's telephone numbers – 08 6278 9500**
      3. **Location.**
        - The address is:**
          - Good Shepherd Catholic School**
          - 215 Morley Drive Lockridge (Kiara)**
          - Western Australia 6054**
        - The nearest corner to the school is:***
        - Altone Road and Morley Drive, Lockridge.**
      4. **The nature of the crisis.**
      5. **Additional information may include:**
        - a. **Victim's/casualties:**
          - i. **Name.**
          - ii. **Age.**
          - iii. **Symptoms.**
          - iv. **First aid administered to date.**
          - v. **Medication if administered. (Especially the Epipen).**
      6. **Ring the Principal on the school mobile and inform the principal of the expected time of arrival of the service.**
      7. **Bring an emergency action plan to the Principal.**
19. Sick children in the classroom
- a. Children who are unwell should be sent to the office with a peer and a note or phone call to be made by the teacher.
  - b. The child should not be told they will be going home.
  - c. The office staff will determine the best course of action after dealing with the child.