



# Salisbury Downs Primary School

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## Student Health & Personal Care Management Policy

### PREAMBLE

Our school is committed to supporting the health and well being of all students. An important part of this commitment is our Student Health & Personal Care Management Policy. We acknowledge that parents/caregivers retain primary responsibility for their child's health care. This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding children's routine and emergency health care needs. Students will be supported to develop safe, self-management of their health care needs. This will occur with respect of the child's age and stage of development.

### FIRST AID

In an emergency at school, staff will administer basic first aid and contact the Front Office. Front Office staff will contact emergency services and home contacts as required. For basic first aid, students will seek assistance from staff and home contact will be made if needed.

If students require first aid off site (eg excursions, camps) in an emergency, staff will administer emergency first aid and contact emergency services and home contacts as required. When staff leave the school to go on excursions, camps, they must take a first aid kit and asthma kit with them. For basic first aid, students will seek assistance from staff and home contact will be made if needed.

### ROUTINE HEALTH & PERSONAL CARE SUPPORT

Some students may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents/caregivers must provide written information from their doctor. This must outline specific care needs. Forms are available from the school for a range of health conditions and needs including:

- General Health Information
- Epilepsy
- Asthma
- Diabetes
- Allergy
- Anaphylaxis

It is the responsibility of the parent/caregiver to request and ensure all appropriate forms are completed and returned to the school.

### ASTHMA

Staff will routinely remind students to take their preventative asthma medication prior to physical activity. The school has reliever medication for use in emergency situations only. Any student, who requires additional assistance with their asthma must have an asthma record card filled out by their doctor.

**NOTE: ALL ASTHMA PUFFERS MUST HAVE THE PHARMACIST LABEL STUCK ON THE PUFFER, NOT ON THE BOX, IF POSSIBLE.**

### MEDICATION (LONG TERM)

As much as possible, we encourage students to take medication outside of school hours, eg three times per day: can be taken in the morning (before school), after noon (straight after school) and bedtime. If medication needs to be taken at school, parents are required to notify the front office and must fill out the appropriate forms which state the child's name, name of medication, time and required dosage.

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Courage

Good Manners

Friendliness

Compassion

Persistence

Tolerance



- Medication must be stored so as it cannot be accessed by others – ADHD medication to be stored in lockable cupboard in First Aid Room.
- Students who require Asthma medication on a daily basis will have their puffers stored in the cupboard in the Front Office for easier access by office staff.
- Students who require other medication, ie bee sting, allergy, Panadol, etc will have their medication stored in the lockable cupboard in the First Aid Room.
- Medication MUST be provided in the original pharmacist container with directions on the label.
- The student must be able to manage their medication by themselves, they must have a medication plan filled out by a doctor and the parent/caregiver.
- A maximum of a week's supply is to be provided at any time (except asthma medication – see above or otherwise discussed with office staff).
- It is the parent/caregiver's responsibility to provide the required medication and ensure that the teacher is informed of dosage, ie staff have no legal responsibility to remind students.
- Students are sent to the office with suspected Head Lice. They are only checked when consent is given. We will contact their parents/caregivers to collect their child.
- A medication log will be kept in the Front Office.

**STUDENTS AND PARENTS ARE ENCOURAGED TO DISCUSS HEALTH CARE NEEDS CONFIDENTIALLY WITH THE CLASS TEACHER.**

### SELF-MANAGEMENT OF MEDICATION

Staff should store and supervise medication for preschool children and junior primary aged students. Many worksites will also require that older students' medication is stored securely by staff. The exception is often asthma reliever medication where immediate access is required by the children or students for safety.

Services should have an explicit procedure about medication carried and self-managed by children and students. This should include:

- The requirement that medication be in the original pharmacy-labelled container.
- Limitations on the quantity brought to the service (daily requirement preferred).
- An understanding that if staff members observe a child or student apparently self-medicating, they can sensitively and privately ask to see the original pharmacy container and check with the parent/guardian.
- The option for the service to stop children and students storing their own medication, should there be any concern about the safety of the individual or others on the site.
- The responsibility of all people on the site to respect others' medication and to keep one's own medication secure to minimise risk to others.
- All medication to be kept in the office.

### FURTHER INFORMATION ABOUT MEDICATION MANAGEMENT

Clarification about an individual child's or student's medication should always be directed through the parent/guardian or adult student to the prescribing doctor.

### SUPERVISION OF MEDICATION

Education and care workers are generally trained to supervise oral and measured dose inhaled medication. They are generally not trained and so cannot be expected to routinely administer medication taken by other routes, for example eye and eardrops and ointments.

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