

Purpose:

To ensure the appropriate care and management of all students at Currambine Primary School.

Aims:

- To ensure all students, with a medical condition requiring care and management by school staff, have a current Medical Action Plan developed in consultation with parents/caregivers.
- To ensure all medication administered by the school is carried out within DET guidelines.
- To ensure all staff have regularly updated skills to enact any school Medical Action Plan.
- To ensure all children who become unwell during school are managed appropriately.

Procedures:**Medical Action Plans**

- Upon enrolment all parents/caregivers will be required to identify all medical conditions for each enrolling student
- Upon enrolment all parents will be provided with a copy of the Department of Education Student Health Care pamphlet
- School enrolment officer will notify the appropriate Associate Principal of medical conditions identified, who will then liaise with parents to develop a Medical Action Plan, as necessary. (See Appendices)
- The Office staff will then ensure the Medical Action Plan is provided to:
 - School Medical file
 - Duty Bag Medical File
- If the school is required to store medical equipment or medication, then the Office staff will create a medical bag containing a laminated Medical Action Plan and the required medical equipment and/or medication to be stored as detailed in the Medical Action Plan.

Associate Principal (or their delegate) Responsibilities:

- Ensure all Medical Action Plans are updated annually with administrative support.
- Ensure office staff check all stored medication or equipment that has passed its expiry date is replaced
- Ensure all staff are aware of existing Medical Action Plans and have the skills to enact the plans.
- Ensure medical bags and first aid kits accompany all school groups on excursions
- Ensure office staff check first aid kits annually and restock as required.

Teacher Responsibilities

- Ensure they are familiar with medical plans for students in their class.
- Ensure duty bag medical file is kept up to date.
- Take medical plans and first aid kit on excursions.

Parent Responsibilities:

- Ensure school is advised of all medical conditions of students upon enrolment, as needed.
- Ensure school is advised of any changes to student medical requirements.

Administration of Medication

- All short and long term requests from parents to administer medication must be in writing OR on a "Student Medical Request" form (Appendix 8)
- All long term medical requests are accompanied by "Medical Instructions from Prescribing Doctor" (See Appendix)
- All medication is stored securely
- Details of all medication administration to be recorded in writing on "Record of Medication Administered" Form (Appendix 9) and stored confidentially, in student's file, until the child reaches 25 years of age

Associate Principal (or their delegate) Responsibilities:

- Ensure all requests from parent/caregivers to administer medication are in writing OR on a "Student Medical Request" form (See Appendix 8)
- Ensure class teachers are advised in writing of the time for medication administration
- Manage the administration of medication as per parent/caregiver instructions
- Record details on medication administration (See Appendix 9) and store confidentially in student's file until they reach 25 years of age

Teacher Responsibilities

- Ensure students receive medication as directed by parents / care givers.

Parent Responsibilities:

- Ensure all requests for school staff to administer medication are made in writing.
- Supply medication and administration tools (medicine cup, syringe etc) to school office.
- Advise administration staff of any changes to medication requests.

Care and Management of Unwell Students

- All students who present as unwell or complain or being unwell will be sent to the office with a "First Aid/Medical Request" Note (See Appendix 10)
- Administration staff will assess situation and contact parents to seek further instructions or request student be collected from school.
- Students awaiting collection will, where practical, return to class

Administration Team Responsibilities

- Assess situation
- Consult school medical file for any Medical Action Plans
- Arrange contact parents for further instructions or to arrange collection of student
- Advise teacher of action

Teacher Responsibilities

- Send unwell student to office with a “Sick” Note (See Appendix 10)

Parent Responsibilities:

- Ensure all medical information supplied to the school is accurate and regularly updated
- Ensure contact details are accurate
- Arrange prompt collection of unwell children
- Sign child out from front office and collect child’s belongings from class.

Appendices

1. [Student Health Care Summary](#)
2. [Generic Health Care / Emergency Management](#)
3. [Severe Allergy / Anaphylaxis Management Plan](#)
4. [Mild to Moderate Allergy Management Plan](#)
5. [Diabetes Management Plan](#)
6. [Seizure Management Plan](#)
7. [Asthma Management Plan / Emergency Management Plan](#)
8. [Administration of Medication Plan](#)
9. [Parent Letter Re Administration of Medication](#)
10. [Record of Medication Administered](#)
11. First Aid Request Form
12. [Student Health Management Parent Pamphlet](#)