



MEDICATION AND FIRST AID POLICY

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

RATIONALE

At Trinity College Colac, we believe that all children have the right to feel safe and well and know that they will be attended to with due care when in need of first aid or prescribed medication.

SCRIPTURAL CONTEXT

'They brought to him all who were sick...and he cured them.'
(Matthew 4:24)

POLICY STATEMENT

First Aid and prescribed medication will be administered to members of the school community as needed, following procedures and guidelines.

| POLICY GUIDELINES | GUIDELINE INDICATORS |
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| <p>To provide supplies and facilities to cater for the administering of first aid.</p> <p>To administer first aid to students when in need in a competent and timely manner.</p> | <p>The school will maintain a register of students with medical conditions, including individual management plans.</p> <p>A comprehensive supply of basic first aid materials with protective apparel and an appropriate number of first aid kits will be stored in a locked cupboard in the first aid room. First aid room and kits are identified with suitable signage. A defibrillator is positioned near the first aid room at reception with suitable signage.</p> <p>Basic first aid kits which include protective apparel will also be available in the practical areas of the school ie: wood, science, art and home economics. First aid kits are provided for school vehicles.</p> <p>An appropriate number of portable first aid kits are available for excursions including a defibrillator.</p> <p>The first aid room will be supervised by office personnel.</p> <p>All injuries or illnesses that occur will be managed by the College staff directly involved and referred to the College office staff (First Aid Officers) for further assessment and management.</p> <p>The College reserves the right to call an ambulance either when parents/guardians have or have not been notified of the injury to their son or daughter.</p> |

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| <p>To administer medication to students.</p> | <p>Non prescription medication including headache tablets will not be administered to students without the express written or verbal permission of parents or guardians.</p> <p>Prescription medication will not be administered to students without written doctors/pharmacist instructions and written permission of parents or guardians. All medications to be pharmacy labeled with students name.</p> <p>When any medication is given by a staff member, each administered dose will be recorded in the College 'Medications Folder' which is maintained in the Front Office.</p> |
| <p>Record all information relevant to the first aid management of an injury or illness.</p> | <p>An up-to-date log book, located in the first aid room, will be kept of all injuries or medical condition experienced by students that require first aid.</p> <p>When a student spends time in sickbay this will be noted on the SIMON reporting system.</p> <p>Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer, or where a teacher considers the injury to be greater than "minor" will be reported on an Incident Report Form.</p> |
| <p>To communicate student's health problems to parents when considered necessary.</p> | <p>Injuries or illnesses which are assessed by Trinity College staff to be serious rather than minor or that may require medical treatment should be reported to parents/guardians as soon as practical. In the above cases of serious injury or illness, the Principal or Deputy Principal must also be notified.</p> |
| <p>Worksafe mandatory reporting requirements will be met. Relevant authorities notified of certain incidents as required.</p> | <p>Worksafe will be notified of medical and illness incidents as guided by the legal obligations under the Accident Compensation Act. In addition, more serious incidents requiring first aid will be reported to other relevant authorities at the Principal's discretion.</p> |
| <p>To maintain a sufficient number of staff members trained with First Aid, Cardiopulmonary resuscitation and basic emergency life support certificates.</p> | <p>All staff will be familiar with guidelines for treating Asthma attacks, Anaphylaxis treatment and Diabetes requirements. Training in these areas will take place on an annual or bi annual basis.</p> <p>On an annual basis, all staff will be offered training in first aid, cardiopulmonary resuscitation and emergency life support certificates. The number trained will allow for qualified staff members on campus and when school excursions/camps require qualified staff to attend the camp.</p> <p>A register of qualified First Aid staff will be maintained and reviewed on an annual basis. The date of each staff member gaining a first aid qualification will be entered in the register.</p> |

REFLECTIVE MATERIALS

Worksafe Incident notification form: <https://www.worksafe.vic.gov.au/resources/incident-notification-form>
 Anaphylaxis: <https://cevn.cecv.catholic.edu.au/Melb/Student-Support/Health/Health-Management/Anaphylaxis>
<https://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>
 OHS First Aid: <https://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

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| Ratified | 11 th June 2019 |
| College Governor | Fr Michael O'Toole |
| Board Chairperson | Peter Lemke |
| Date of next review | April 2022 |