



St. Monica's Parish Primary School, Moonee Ponds

Medication Procedures

Staff Training

- All staff member are expected to have current First Aid training.
- Training is offered on a regular basis
- A First Aid Co-ordinator is appointed who has a current Level 2 First Aid Certificate.
- Staff training is provided for specific illness at staff meetings by outside community services.

First-Aid Supplies

- General First Aid supplies are stocked in the First Aid room.
- First Aid kits that are used for emergency evacuations are stored in Rm. 13 and 15.
- First Aid kits for excursions are kept in the First Aid room.
- The First Aid Co-ordinator is responsible for ensuring supplies in the First Aid room, in all First Aid kits and in the portable bags for teachers on yard duty is well stocked.
- A disposal unit for syringes will be in the Deputy Principal's office. It is the responsibility of the First Aid Co-ordinator to arrange correct disposal and replacement of the unit.

Student Medications

- At the commencement of the school year medication forms are sent home to the parents. (See Appendix)
- All areas of the medication form must be completed or the school will not take the responsibility to administer the medication.
- Medication must be handed into the office at the beginning of the day for safekeeping and refrigeration. At the appropriate time, children will go to the office to receive their medication.
- Some children with specific management plans (their current photo is in the First Aid room) will be responsible for administering their own medical procedures after notification of a teacher. E.g. diabetics, asthmatics
- Copies of Emergency Action Plans for specific children (see Appendix), which a doctor completes will be stored in a display folder in each First Aid kit and in the First Aid room.
- Excursions and Camps: Responsibility for medication will be given to an appointed teacher during any excursions.

Curriculum related to use of medication

- Medicine is covered as part of the Health Integrated Unit
- Current First Aid Manuals, the 'Get Real' Manual and the 'Get Wise' Manual are the base resources used.
- Agencies such as the Hemophilia Society, the Asthma Foundation, the Epilepsy Organisation and the St. John's Ambulance are used as required.
- Special days are organised, as seen appropriate, to raise the awareness of different illnesses.

The following form is to be use when medication is brought to school by a child:

Medication Form

Date:

Child's Name:

Name of medication:

Dosage:

Parent's Name:

Parent's Signature: