

# Chandler Public School

## Medication / Injury to Student Policy and Procedure

Record all administration of first aid or medication in First Aid Record Book located in first aid area. Always wear gloves. Dispose of any waste with body fluid in bin in first aid area.

### Medication:

No medication will be administered to any child unless permission notes are signed. When a student has to remain at school and parents have been contacted a decision may be made to administer a pain killer (eg Panadol) at the parent's request.

### Head Injury: (forehead, top, sides & back of head)

Ring home or emergency contact – inform parent or contact and tell them that their child has suffered a head injury – relate how the child looks or is feeling. Always ask parents what they would like us to do. If no contact can be made in 15 minutes an ambulance will be called.

### **If the child is unconscious ring ambulance immediately.**

Mouth / Tooth Injury: If tooth displaced (2<sup>nd</sup> tooth) put tooth in glass of milk. Ring parent. Always ask parents what they would like us to do.

Bee, Wasp Stings, Ant Bites: Observe child for swelling and redness. If present ring parent, apply ice and Stingose. Always ask parents what they would like us to do.

### Cuts & Grazes:

Minor – apply pressure with gauze

Major – apply pressure with gauze, ring parents or ring ambulance. Always ask parents what they would like us to do.

### Sprains, Twists & Fractures:

Apply ice, compression bandage and elevate

Ring parent or ring ambulance. Always ask parents what they would like us to do.

Obvious break or fracture leave the child in location and wait for ambulance. Provide the child with shade and warmth.

### Headaches, Toothaches, Feeling Sick:

Ring parents after 10 minutes if children are still suffering.

Ambulance: Inform parents that the school is covered by ambulance coverage and no cost will be incurred by parents if an ambulance is called (by the school). If parent calls for an ambulance then the parents must meet the cost of ambulance.

Ice Packs: Children will not be allowed to take ice packs home. Should an ice pack be required at the end of the day or by a child who is being picked up by parents then a frozen water ice pack is to be used.

Designated First Aid Officer is School Administration Manager if they have a current Senior First Aid Certificate. Principal or another designated officer will also need certificates.

Policy Review is required annually.

## Parent Information

### Accident and Injury at School

The safety, comfort and wellbeing of the children in our care are of the highest priority to all staff. If your child is injured in any serious manner an ambulance will be called immediately and every attempt to contact you made. The school maintains ambulance cover so you will not be charged if the school rings an ambulance to attend your child.

Thank you to parents who have provided contact details for an emergency contact person for us to ring in the event that you can't be reached. This information may be updated at any time by contacting the office.

### First Aid

The designated First Aid Officer is the School Administration Manager.

In the case of minor scrapes and bruises we usually clean the area using an alcohol wipe and apply an ice pack. Sometimes a plastic first aid strip is applied to reduce exposure to germs and as an extra comfort to the child.

Sunscreen and Aerogard are available for student use.

**If you feel that your child is likely to react adversely to any of the above treatment for minor injuries please contact us with information about alternative measures.**

You may provide medication and written permission should you feel your child is likely to require medications such as Panadol or hay fever medication during school hours. This can be stored at school.

### Asthma

If your child independently uses an asthma puffer they may carry it and use it without assistance as required but please inform the school. If your child uses a spacer or needs assistance please provide written information.

Staff are trained in recognising asthma attacks and providing assistance for children during an asthma attack. We have Ventoline and a spacer on site. If your child has an asthma attack at school they will be given Ventoline. Please notify us if you are aware that your child has had a bad reaction to Ventoline.

Written permission is required for schools to administer any medication to students with the exception of asthma medication in the event of an asthma attack.

Please return the note below.

Name: \_\_\_\_\_ Date \_\_\_\_\_

I give permission for my child/ren \_\_\_\_\_

to receive first aid at school. I understand that this may involve the use of Alcohol wipes, Rapaid – Antiseptic Rash Relief Cream, Stingose, Band aides, sunscreen or Aerogard.

Signed: \_\_\_\_\_