



VIEWBANK PRIMARY SCHOOL
Love of Learning, Learning for Life
ASTHMA/MEDICATION

RATIONALE

1.1 At Viewbank Primary School we believe there is a need to maintain the health and well-being of our students, which includes the administration of all asthma and other medications which will be formally documented and supervised.

PURPOSE

2.1 This policy has been developed to increase awareness and understanding of students who, may require medication at school, and to actively support the whole school community in the effective management of all students' daily medical needs.

GUIDELINES

- 3.1 Where possible all medications will be administered by a level 2 First Aid qualified staff member or designated adult. The administration time and other relevant details will be recorded in the Medications Administration Record.
- 3.2 Designated staff will endeavour to ensure that medications are administered as requested. No responsibility will be taken for missed doses.
- 3.3 Each year parents / guardians of students with medical conditions will provide information to the school via the completion of a Medical Management Plan or an Asthma Management Plan.
- 3.4 Parents / guardians will be requested to notify the school if there are any changes to these Management Plans.
- 3.5 All Student Management Plans and Asthma Management Plans will be kept in the First Aid Room.
- 3.6 It is the responsibility of the First Aid Coordinator to ensure that there are adequate supplies of the appropriate medications at the school, and to regularly check the expiry dates. The coordinator will notify parents/guardians of medication expiry dates.
- 3.7 The parent / guardian will be notified immediately if any intermittent medication is needed to be given in an emergency situation.
- 3.8 Staff will be given regular first aid training (every 2/3 years) and updates on current practices eg C.P.R.
- 3.9 Level 2 First Aid trained staff is required to work in the First Aid Room at recess times.

IMPLEMENTATION

4.1 All medication in original packaging must be correctly accompanied by a letter with:

1. The child's full name and grade.
2. Correct dosage to be administered.
3. Time of administration. (Frequency during the day may require staff to administer a medicine more than once.)

4. Preferred storage conditions eg. some medication needs to be refrigerated and others in insulated containers.
 5. Date and signature of the parent or guardian.
 6. The medication container must also be clearly labelled with the student's name and class, name of the medication and dose and time to be administered.
- 4.2 Children carrying a reliever asthma medication should carry it with them at all times including to specialist classes. Each reliever medication needs to be clearly marked with the student's name.
 - 4.3 When possible, children with asthma will be encouraged to carry their own medication by parents / guardians.
 - 4.4 Students shall be encouraged to take their reliever medication immediately should symptoms develop.
 - 4.5 Any medication other than a reliever asthma puffer will be kept in a cabinet in the First Aid Room. Individual children are not permitted to have medication, other than a reliever puffer, with them during school time.
 - 4.6 Physical Education teachers will have a bum bag with an asthma reliever medication it will also contain a copy of the Asthma First Aid Steps. The contents will be used as required and updated regularly.
 - 4.7 The First Aid Room will also have reliever medication and a large volume spacer.
 - 4.8 When an expiry date of a medication occurs the parent / guardian, will be notified by the First Aid Coordinator by letter that the medication needs replacing.
 - 4.9 Analgesia such as Panadol and cough mixtures will be considered to be the same as any other medication and will only be given when an appropriate Management Plan has been completed and signed by a parent/ guardian or permission has been given over the phone.
 - 4.10 In severe cases of illness or injury, the child's parents will be called. If the parent/carer is unable to be contacted, the school will notify the emergency contact. In exceptional circumstances, where contact is not successful, the teacher in charge will make the decision on the course of action to be taken.
 - 4.11 In relation to bee, wasp or insect stings, no medication is to be administered. If instructions have been given via a management plan, then medicine can be administered. If a plan is not in place, normal First Aid procedures will be followed.
 - 4.12 All staff is to familiarise themselves with medical and asthma management plans and medical conditions of children in their class and year level at the beginning of the year. Specialist teachers are to ensure they are familiar with the medical and asthma management plans and medical conditions of children they many teach at the beginning of the year.

4.13 Excursions and Camps

All medication in original packaging must be accompanied by a letter with:

1. The child's full name and grade.
2. Correct dosage to be administered.
3. Time of administration. (Frequency during the day may require staff to administer a medicine more than once.)
4. Preferred storage condition eg. some medication needs to be refrigerated or stored in an insulated container.
5. Date and signature of the parent or guardian.

6. The medication container must also be clearly labelled with the student's name and class, name of the medication and dose and time to be administered.
 - Level 2 trained First Aid staff members attending a camp or excursion will be responsible for the administration of medications, and will handle minor medical situations. In an emergency situation, the person in charge of the excursion / camp, after consultation with other staff members, will contact parents re potential further emergency medical attention of their child.
 - An emergency medical and asthma management forms will be sent home prior to each camp/excursion. These will be collected by the teachers and passed on to the Level 2 trained first aid staff member and taken on the relevant activity. Duplicate forms will be retained at the Office.
 - School First Aid Kits, will be taken by staff attending excursions and camps. These will be checked prior to departure to ensure appropriate medical supplies are contained in each.
 - Any child on regular medication should be provided with an extra 2 days supply when attending a camp.
 - In severe cases of illness or injury the child's parents will be called. If the parent/guardian is unable to be contacted, the school will notify the emergency contact. In exceptional circumstances, the teacher in charge will make the decision on the course of action to be taken.
 - Catering staff will be provided in advance with details of any students known to have food allergies, vegetarian requirements, celiac disease, etc. This will enable these students to be catered for within the camp or excursion environment.
7. Medication for camps will be carried by the designated First Aid person who will follow the bus to camp in a private car.
8. Prior to camps a health management meeting will be conducted (in conjunction with staff information evening) to familiarise all staff with students who have health management considerations and emergency medical procedures.

4.14 School Indoor Environment

- Classrooms with carpets will be vacuumed at least twice a week.
- Classrooms will be damp dusted weekly.
- Ceiling fans and heating vents will be cleaned regularly.
- Low allergy cleaning agents shall be used for cleaning.
- During the winter months, cleaners shall check regularly for, and remove, mould.
- No smoking is allowed within the school grounds.
- Chalk ledges will be dusted weekly in rooms where chalk is used.

4.15 School Outdoor Environment

- Maintenance activities such as lawn mowing and weed and insect spraying shall be conducted outside of school hours wherever possible.
- A low allergen garden shall be investigated for the school grounds.
- On high pollen days, students with an allergy to pollens and Asthmatics shall have the option of remaining indoors.
- Throughout winter, students with asthma will have the option of remaining indoors on very cold days.

4.16 School Physical Education

- All students with asthma shall be encouraged to participate in sporting activities.
- Students with severe asthma or those who have experienced a recent flare up, may be exempt from sporting activities for the required period of time provided written notification is received.
- Students with diagnosed long term medical and asthma conditions can be covered by an annual letter from parents/guardians and or a doctor with their management plans exempting them from certain activities as their condition requires.
- Staff responsible for Physical Education will know and understand the steps involved in managing exercise induced asthma, including pre-medicating, warming up and the treatment of an acute asthma attack.
- Children with asthma will be encouraged to self medicate before P.E. lessons.
- Children with asthma will be encouraged to take their medication with them to all P.E. classes.

School Food Services

- The canteen will endeavour to stock additive free foods. In the event of a stocked product containing additives, these will be detailed and provided to parents/ guardians in written form.

School Education

- Staff will provide a series of asthma education lessons to all grade levels as part of Health Education.
- Staff will participate in relevant professional development re Asthma Management.

EVALUATION

5.1 Parent, student and staff feedback.

5.2 Regular updating of policy according to Department of Education and Early childhood guidelines.

5.3 The annual report will outline and analyse the data entered into the accident register folder and passed on to relevant committees.

Draft May 2010