

## Acute Medical Policy and Appendices

Southern Montessori Education Centre Inc.

Version	Approved By	Date	Maintained By	Next Review
1	Board of Governors	June 2019	Management	June 2022

### Rationale

Care of people and concern for their welfare are integral to the ethos of Southern Montessori School. The Centre is committed to ensuring the health, safety and welfare of all employees, students and others who are legally present on our premises and in our workplace. In keeping with this commitment, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons in accordance with legislative requirements.

### First Aid

Under SafeWork SA's First Aid in the Workplace Code of Practice (2012), the Centre is responsible for identifying risks, providing First Aid facilities, providing sufficient staff trained to an appropriate level of competency in First Aid and having appropriate First Aid Policies and Procedures in place. The Centre maintains records of staff training in first aid and CPR/emergency care, and collates injury and illness records and information.

### Scope

The Centre is committed to the provision of an effective system of First Aid management to protect the health and safety of all school employees, students, volunteers and visitors. The Centre's policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off school property.

As part of the duty of care owed to students, staff are required to administer First Aid when necessary within the limits of their skill, expertise and training. It should be noted that a teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing. In the case of serious injury or illness, neither the principal nor the teacher is required to diagnose or treat the condition apart from carrying out the appropriate First Aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioner in attendance.

In addition, schools are required to comply with the Work Health and Safety Act 2012 (SA) and Regulations as well as relevant Codes of Practice.

The range of activities undertaken by schools means that the type and level of First Aid training will vary according to the responsibilities and duties of staff. In identifying the training needed by staff, we take into account factors such as the nature of the activities and their location, potential hazards and risks, and previous accidents and injuries.

First Aid practices are reviewed frequently and policies are available to members of our community upon request.

Useful links:

SafeWork SA First Aid in the Workplace: Code of Practice

[http://www.safework.sa.gov.au/uploaded\\_files/CoPFirstAidWorkplace.pdf](http://www.safework.sa.gov.au/uploaded_files/CoPFirstAidWorkplace.pdf)

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Work Health and Safety Act 2012

<http://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx>

Work Health and Safety Regulations 2012

<http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx>

## Communicable Diseases

Students or staff suffering from infectious diseases are required to stay away from school until a medical certificate is produced, and/or until there is no longer a risk of infection to others.

Our Centre will comply with the detailed instructions and exclusion periods contained in the current edition of "You've Got What? - Prevention and control of notifiable and other infectious diseases in children and adults - published by the Department of Health.

Exclusion periods based on recommendations given by the National Health and Medical Research Council are published in the Parent Handbook.

## Chronic Conditions Management

(Asthma, Anaphylaxis, Epilepsy, Continence, Neurological etc)

The Centre requires:

- A current Management Plan, including descriptions of signs and symptoms and medication administration details, developed in consultation with the student's parents/carer and doctor
- Parent/carer to return MEDICATION ADMINISTRATION FORM A
- Medication must be handed to class teacher in pharmacy prepared package

## Procedures and Practices

Staff will follow Management Plans and use these guidelines:

- Medication will be kept in the classroom for daily management of the condition.
- Parents are responsible for the regular cleaning of devices, the replacement of out of date medication, and for informing the school of any change to the frequency or dose of medication.
- In the event of an acute asthma attack, the staff will follow the emergency plan, call an ambulance and notify parent/carer as soon as is practical.

## Defibrillator

The Centre owns a defibrillator and staff are trained in how to use it. Emergency situations requiring its use will usually mean following the directions of a paramedic over the phone. Where this is not possible it will be used in strict accordance with staff training and advice given audibly by the device.

## Awareness

We are committed to raising staff, student and school community awareness about chronic conditions. This includes information relating to:

- regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen®
- management and prevention strategies
- communication with staff, students and parents/carers

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## School Camps

There are special considerations in caring for a student with chronic conditions while on school camp and so educators and parents need to work closely to ensure Management Plan, including medication administration details are up to date. The Form should be sent home a few weeks before the camp so that the parent / carer and student's doctor can complete it.

This form should be completed prior to departure for camp and handed to the staff member in charge. This form will ensure that staff have the most up to date medical information about the student and their asthma.

## Immunisation

Refer to the Centre's Immunisation Position Statement.

The safety of children is our highest priority. We adhere to exclusion periods as set out by SA Health Guidelines (You've Got What?) until risks have subsided.

## First Aid Officers

The Centre complies with legislative requirements regarding the number and qualification level of First Aid Officers.

## Related Policies and Documents

Appendix A,B and C

Health and Wellbeing Policy

Immunisation Position Statement

"You've Got What? - Prevention and control of notifiable and other infectious diseases in children and adults - published by the Department of Health.

Document History and Version Control Table			
Version	Date Approved	Approved By	Brief Description
1	June 2019	Board of Governors	Creation of original document

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## MEDICATION ADMINISTRATION FORM

I \_\_\_\_\_ authorise staff of Southern Montessori School to administer medication to my child.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Medication can only be given to a child if it is in its original packaging.  
 Medication will only be administered to the child for whom it has been prescribed, from a container bearing the child's name, in accordance with the instructions.  
 In the case of asthma / anaphylaxis, the parent / caregiver must provide an Asthma / Anaphylaxis Management Plan from their doctor and an emergency or first aid care plan.

<b>STUDENT'S NAME</b>		
Parent's / Caregiver's name(s)		Contact number(s)
<b>Name of Medication</b>		
<b>Dosage</b> of each administration		
<b>Frequency &amp; duration</b> of administration		
<b>Symptoms</b> your child usually displays		
Emergency / special instructions		
Parent / Caregiver signature		Date:
Staff member signature		Date:
Signature of doctor or pharmacist. <b>Only needed where long-term medication is administered.</b>		Date:

**Refer to record of medication administration.**

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**Record of Medication Administration**

Medication administered	Date	Time	Dosage administered	Method of administration	Signature of educator administering	Signature of witness	Parent Signature (Verification)

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## Record of Food Provision

Students Name: \_\_\_\_\_

Food Administered	Date	Time	Parents Informed	Ingredients List Checked	Signature of Educator Administering	Signature of Witness	Parent Signature (Verification)

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