

## MEDICAL EMERGENCIES AND MEDICATION

### Rationale:

The health and wellbeing of the students and staff are a priority of the school Board of Trustees.

### Purpose:

- 1 To ensure all medical conditions and injuries are treated appropriately
- 2 To ensure medicines are administered correctly.

### Guidelines:

- 1 Any health issues will be recorded when parents enroll their child.
- 2 All staff will be made aware of any child's medical condition that may require urgent attention. See wall chart in sick bay.
- 3 A book for recording minor injuries received by children at school will be kept in the sick bay.
- 4 An accident register for more serious injuries received at school will be found in the filing cabinet 'accidents' file. Staff are to record workplace accidents in this also.
- 5 Staff will activate the 111 system for ambulance care as necessary.
- 6 Permission will be given by parents for the dispensing of medication by school staff – with exact dosage. **The first dose must not be given by school staff but by a medical professional or by parents / caregivers.**
- 7 Medication will be housed in the staff room refrigerator or sick bay cupboard and dispensed by the teachers as required.
- 8 The school Administration Officer, or a teacher in her absence, will ring parents / caregivers to get permission for the administering of *pamol* should a child require pain relief.

Ratified:  BOT Chair

Date: 23/8/16

Reviewed: \_\_\_\_\_ BOT Chair

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