



Swallowcliffe P-6

Be Safe, Be Kind, Work Hard

FIRST AID AND MEDICATION POLICY

GENERAL FIRST AID TREATMENT

- General first aid should be followed up in class or yard ie bandaids etc
- Students who require more than basic first aid should be sent to the Front Office with a pink referral note from the teacher.
- Details to be recorded in the First Aid register.
- Students will return to class with the First Aid note for teacher's information, and the student will take note home for parental information from Academy.

UNWELL STUDENTS

- Students are to report to the front office with a First Aid referral note from the teacher
- Students will be accompanied by another student/SSO
- At the discretion of the front office staff students may rest in the sick room for up to 30 minutes
- If necessary, the front office will contact the child's caregiver to send them home
- Details to be recorded in the First Aid register

ACCIDENTS – REQUIRING MEDICAL ATTENTION

- Students are to be accompanied to the front office if they can be moved
- If students cannot be moved, the staff member on duty must contact the school front office via their mobile phone or another student.
- All bumps to the head need to be recorded and parents contacted by phone calls and at the Academy.
- Front office staff will contact parents and ask to transport the child to receive medical attention
- If the parent or emergency contact can not be contacted in the first instance the student will be sent to hospital via an ambulance. (please see child's enrolment form)
- A decision will be made to ring an ambulance or a staff member/Leadership to take the child to a doctor. Staff members must have appropriate car insurance.
- For emergencies requiring an ambulance immediately it will be organised and parents advised. If appropriate a member of leadership staff will accompany the student to the hospital.

Details will be recorded in the First Aid Register, on Academy and an ED 155 completed when necessary.

Our Mission: To empower students to recognise and optimise their full learning potential.



Government of South Australia
Department for Education

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PRESCRIPTION MEDICATION

- Prescription medication is the only type of medication that can be administered at school.
- All medication (including puffers) must be provided with a prescription label attached clearly identifying student, medication and dosage. When medication classroom or office is given it must be recorded.
- A medication consent form must be completed by the parent and any ongoing medication administered during school time must have a medication consent and health care form signed by the doctor and the parent/caregiver.
- Wherever possible we are to support children to take responsibility to manage their own health and first aid needs.
- Medication is to be kept in the front office. Puffers in classroom.
- Parents are to liaise with the doctor to ensure first aid plans are accurate, up to date and can be managed in the School setting. New students in the school will not complete their enrolment process until they have a health plan.
- Parents are to assist children to self manage and be responsible as much as it is safe for their own medication. If your child has a once off medication, parents need to fill out a medication plan. This can be given to parents via the front office.

STAFF

- Staff members are required to undertake first aid training and update their training
- If an SSO administers first aid in yard play they are to let the class teacher or yard duty teacher know
- Teacher to advise parent of what happened and follow up
- Staff are responsible for first aid facilities in their rooms and yard duty bags, preparation of accident reports and dealing with matters involving simple hygiene
- Staff are to maintain confidentiality in situations which families have released health information
- Staff are to be familiar with individual health support plans for children with individual first aid needs
- Staff to ensure they have a "Students at Risk" key ring attached to their yard duty bag
- Staff are to be trained in giving appropriate medications to children
- Office staff/SSO have own first aid responsibility.

REVIEW

This policy has been endorsed by the Governing Council.

This policy will be reviewed and updated as required ie due to new information.

2017

Changes made and updated 2023

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