



TSA Independent Schools

YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS)

(A Queensland Non-State Independent School)

ADMINISTRATION OF MEDICATION and FIRST AID POLICY AND PROCEDURES		CODE: MED2020
Scope of Application:	Students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Filing Instructions:	F:drive - F:\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures	
Related policies / Legislation:	<ul style="list-style-type: none"> • Australian Privacy Principles • The Salvation Army Safety and Wellbeing Toolkit • The Salvation Army WHS 016 First Aid Procedure • Education (General Provisions) Act 2006 (Qld) section 42 • Infection Control Guidelines • Public Health Act 2005 (Qld) • Public Health Regulation 2018 (Qld) • TSA Independent Schools Risk Management Framework • TSA Independent Schools WHS Policy • TSA Independent Schools Emergency Management Plan • YOS Lawnton Business Continuity Plan for Infectious Disease Outbreak • The Salvation Army Infectious Disease Policy – WHS04_033_POL_01 • The Salvation Army Immunisation Policy – WHS04_041_POL_01 • Workplace Health and Safety Act 2011 (QLD) 	
Form Links	<ul style="list-style-type: none"> • Medical Information Form • Medication Record Form • Medical Request Form • Student Health Plan • Student Safety Plan • Incident & Injury Report • TSA Solv Safety 	

Change record / revision history:

Version	Prepared/ reviewed by	Date reviewed	Current Version	Approved by	Authorised by	Review date
3.1	Helen Boardman	18/12/2018	No	Darren McGhee	Thomas Austin	December 2020
3.2	Helen Boardman	Amendments: 22/4/2020	No			December 2020
3.3	Helen Boardman	Amendments: 24/7/2020	No	Darren McGhee	Rish Lefterys	December 2020
3.4	Helen Boardman	26/05/2021	Yes	Shontell Dougherty	Rish Lefterys	December 2022



Purpose

The purpose of this policy is to ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

Policy Statement

TSA Independent Schools is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities and ensuring that care is taken to minimise risks, regarding first aid and administration of medication processes.

TSA Independent Schools students need to self-administer their own medication whenever possible and safe to do so. This medication will be stored and supervised by school staff.

However, a request for school staff to supervise the administering of medication during school hours will be considered **only** when there is either no alternative in relation to the treatment of specific medical condition, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

TSA Independent Schools will ensure that appropriate training will be given to relevant staff around administration of medication and relevant health conditions of students, eg asthma, epilepsy, anaphylaxis and diabetes if required.

Definitions

- **Prescription medication** – prescribed by a medical practitioner
- **Non-prescription medication** – over-the-counter medications available without a prescription
- **Routine medication** - long-term medication administered on a regular basis
- **Non-routine medication** – medication administered on a short-term basis only
- **Emergency** – administered in the case of an emergency only

Examples may include:

- Prescription/routine: insulin
- Prescription /non-routine: antibiotics
- Prescription/emergency: EpiPen
- Non-prescription/routine: anti-inflammatories
- Non-prescription/non-routine: laxative
- Non-prescription/emergency: antihistamine

Responsibilities

School Responsibilities

TSA Independent Schools acknowledges its responsibility to:

- Administer medication to students in line with this Policy and the First Aid Procedures, to help ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities
- Support students to self-administer medication and provide supervision where necessary
- Keep appropriate records
- Store student medical information appropriately
- Store all medication securely
- Provide a safe means of disposing of any sharps and unused, unclaimed or expired medication
- Ensure that appropriate levels of training are provided for relevant staff in first aid, CPR, SAMIS and according to individual health plan

Staff Responsibilities

TSA Independent Schools employees have a responsibility when supervising students to administer medication to:

- Attend any training required by TSA Independent Schools to enable them to safely supervise students to administer medication if needed and respond to First Aid and infectious diseases if required
- Only administer medication in line with this Policy and Procedure for emergency situations or when authority given by a medical practitioner
- Promote Hand Hygiene – Hand hygiene is one of the most important measures in preventing transmission of an infection. Further information is outlined in Hand Hygiene section.

Parent/Carer Responsibilities

TSA Independent Schools parents have a responsibility to:

- Act in line with this Policy
- Submit the appropriate documentation when requesting the school to supervise the administration of medication to their child
- Submit any other medical information or records required by the school
- Ensure that the medication being used by the student or provided to the school is within its expiry date

Students

TSA Independent Schools students have a responsibility to:

- Act in line with this Policy
- Allow trained school staff to administer emergency medication to them if required eg EpiPen
- Allow trained school staff to administer First Aid to them if required
- Carry and self-administer own medication in a safe way determined by staff at initial enrolment or throughout enrolment at TSA Independent Schools as required

Implementation

TSA Independent Schools will ensure that this policy is adhered to and implemented into the school system, through:

- Staff/volunteer orientation
- Regular Education Meetings to discuss health and wellbeing of students
- Senior first aid every three years for all youth workers and teachers
- CPR refresher courses every year for all youth workers and teachers
- Training will also be provided for specialised medical conditions and administration of medication as required
- Students/parents/carers are to complete a [Medical Information Form](#) at Enrolment which outlines any specialised conditions and if medication and/or health action plans are required
- TSA Independent Schools will ensure that all records are maintained and a hard copy kept in the student file in a locked filing cabinet and electronically scanned on their student record
- Copies of health action plans are kept in a central, visually accessible spot as well as in the student file
- Encourage students to maintain a healthy and safe school culture, where assistance is given and students support each other when required. This will be done through classroom management and curriculum.

Compliance and Monitoring

TSA Independent Schools will ensure accurate records are maintained regarding the health of the student and the care they have received promotes best practice and is the best care the school can offer, with resources available.

TSA Independent Schools will ensure that the various legislation is adhered to and any changes in legislation will be reflected in an updated policy and procedure document. Policy will be reviewed every two years unless required beforehand.

TSA Independent Schools will show transparency with the community through the Annual General Report and making policies available on the website.



Administration of Medication and First Aid Procedures for YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS)

Contents

Policy Statement	2
Staff Responsibilities	3
Parent/Carer Responsibilities	3
Students.....	3
At Enrolment.....	6
First Aid	6
Emergency Situations	6
Calling an Ambulance.....	6
Personal Protective Equipment (PPE).....	7
Needle Disposal	7
Individual Health, Emergency and Action Plans	7
Infectious diseases	7
Administering Medication	11
Self-Administration Process	11
Medication Administered by School.....	12
During Administration	12
The “Five Rights” of medication administration:	12
Storing Medication	13
Storage of Documentation	13
Medication Side Effects.....	14
Expired Medication.....	14
Medication Errors	14
Anaphylaxis Management	16
Managing Diabetic Students	18
Managing Asthmatic Students	21
EPILEPSY MANAGEMENT.....	23

At Enrolment

At enrolment the [Medical Information Form](#), is required to be completed. This states if there is any medication required to be taken by the student and whether [a Health Plan](#), [Safety Plan](#), [Medication Record Form](#) and/or [Medical Request Form](#) is to be completed. A discussion should take place around:

- Carrying and Self Administration of medication
- Completing the health/action/emergency plan
- Processes around the above-mentioned areas

The Health Plan and Safety Plan should be started as part of the induction process (use the induction checklist to ensure all the required medical forms are completed). The Health and Safety Plan may need to be updated as classroom staff learn more about the student.

First Aid

All teachers and youth workers, must hold a current first aid qualification or better:

- All first aid given, and supplies used must be recorded in the logbook that is provided and kept with First Aid Kits
- First Aid Kits must be clean, kept within the use by date
- There must be at least one first aid person on site
- First Aid Kits and logs along with a first aid officer must be taken whenever going offsite or when sporting activities are being conducted
- First Aid Kits are located:

YOS Lawnton

- Admin building in signed cupboard

YOS Lawnton (Riverview)

- Main kit in upstairs kitchen
- Small kit (used for excursions) in main staffroom

Tom Quinn Community Centre Alternative School (TQCCAS)

- Admin area

Emergency Situations

Where possible YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) staff must attempt to prevent accidents and injury to staff, volunteers and service users, in accordance with the requirements of the Workplace Health and Safety Act. Refer to TSA Independent Schools [Risk Management Framework](#) for further assistance and the [Emergency Plans](#).

If any client under the age of 16 years is injured or hospitalised, staff should be prepared to travel with the student if required.

Staff are to inform the Principal or Executive Teacher Student Learning/Head of Student Support Services who will inform the student's legal carer as soon as practicable.

All accidents or injuries must be recorded through the [TSA Solv Safety](#) as soon as possible and not later than 24 hours after the event

1. Notify Principal by email
2. Any notes to be stored on student file manually and electronically

Calling an Ambulance

Where a person has sustained a serious or life-threatening injury or in accordance with the individual medication or emergency plans, an ambulance must be called. Ensure that the client's

information including medication list, Healthcare Card, Medicare Number, and next of kin (if known), is available for the Ambulance Officer. If the student has an Individual Health Plan, have that ready for the officer. Any YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) staff member can make the decision to call the ambulance.

Personal Protective Equipment (PPE)

Personal Protective Equipment is required to be accessible such as disposable gloves, disposable apron, safety eyewear, appropriate masks (eg disposable surgical mask to contain / protect from coughs and/or disposable P2 respirator mask)

Needle Disposal

Each staff member should have access to a sharps bin, used to dispose of syringes:

- Bins are located with the first aid kit in
 - TSA office building at YOS Lawnton
 - In the staff office at YOS Lawnton (Riverview)
 - Admin/office at Tom Quinn Community Centre Alternative School (TQCCAS)
- Bins are exchanged for new ones on a regular basis through the local community centre
- Health and Safety Representative (HSR) organises disposal at the community centre as required
- Staff member should always wear gloves and dispose with caution (**Volunteers are not to dispose of needles**)
- Please refer to [TSA Sharps/Needle Stick Procedure](#) for further information located through the TSA intranet

Individual Health, Emergency and Action Plans

The following areas are discussed in more detail with the Individual Health/Emergency/Action Plans, at the end of this document:

- Anaphylaxis Management
- Diabetic Management
- Asthmatic Students
- Epileptic Students

¹Infectious diseases

What are infectious diseases?

Infectious diseases are diseases you can “catch” from a person, an animal, an insect, the environment or contaminated food and water. Most infectious diseases are spread by a single, well-defined route. Understanding how they spread helps determine the best prevention methods.

Modes of Transmission – common ways diseases are spread² of transmission – common ways diseases are spread³

Contract transmission	When a person is exposed to an infectious agent from direct contact with infectious blood or bodily substances eg. Blood urine, faeces, saliva, nasal secretions, or from indirect contact with contaminated items such as surfaces and equipment
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¹ Management of Prescribed Contagious Conditions – Department of Education (QLD)

² Infection Control Guidelines – Qld Government Department of Education

³ Infection Control Guidelines – Queensland Government Department of Education

Droplet transmission	When infectious agents contained in large droplets eg. Splash, spray, spatter of blood or bodily substances are deposited on the mucous membranes of the eyes, nose and mouth.
Airborne transmission	When infectious agents contained in aerosols and dust are inhaled
Food-borne transmission	When infectious agents are spread through the consumption of contaminated food
Water-borne transmission	When infectious agents are spread through consumption or contact with contaminated water
Vector-borne transmission	When insect vectors such as mosquitos and ticks transmit infection to a person via bites

If a suspected outbreak of a contagious condition takes place within a school, it is vital that steps are taken by the principal and school staff to protect the health of the school community in a timely manner.

The elderly	Eg. chronological age of 65 or older may have weaker immune systems or other conditions
Immunocompromised	Eg. may have impaired immune system such as during chemotherapy
Non-immunised	Eg. conscious objectors to vaccination
Medical conditions	Eg. non intact skin from dermatitis, conditions or treatment that affects the immune system
Pregnant women	Some infectious diseases may have an adverse outcome for the pregnancy

Prevention and Standard Precautions

Hand Hygiene

Hand hygiene is one of the most important measures in preventing transmission of infection.

Prevention and Standard Precautions

Hand Hygiene

Hand hygiene is one of the most important measures in preventing transmission of infection.

A hand wash should take around 30 seconds.

- Wet hands with running water (preferably warm, for comfort)
- Apply soap to hands
- Lather soap and rub hands for at least 15 seconds including:
 - Palm to palm
 - Back of hands
 - In between fingers and back of fingers
 - Around thumbs and tips of fingers
- Rinse hands with water
- Dry hands thoroughly

[How to Wash Hands poster](#) located in hand washing areas around school campuses

Respiratory Hygiene

- Cover your cough and/or sneeze – cough into a single use tissue or into your sleeve, never into your hands. Always turn to direct your cough away from others and away from surfaces or food sources
- If you need to blow your nose, it is especially important to do this into single use tissues and dispose of the tissue immediately into a bin – do not reuse tissue
- Always wash your hands or apply alcohol-based hand sanitiser after you have coughed, sneezed or blown your nose – even if a tissue has been used

Process to follow around infectious diseases

Some medical conditions require a period of removal from school to prevent the spread of infectious diseases among staff and students. A period of removal could apply to either the person with the infection and/or a person exposed to someone with the infection. Queensland Health recommends minimum periods of removal for infectious conditions in the [Time Out](#) poster.

The Minister for Health in consultation with the Minister for Education can order the closure of a school for up to one month if the Minister for Health is satisfied that

- there is an outbreak of a contagious condition at a school or in the community that puts the staff and students at significant risk; and
- methods of controlling the outbreak will not be effective without temporarily closing the school.

Actions for suspected prescribed contagious conditions

- If there is a reasonable suspicion that a student attending the school may have a prescribed contagious condition and other students may be at risk of contracting the condition:
 1. Contact the local Public Health Unit for general advice on the prescribed contagious condition and strategies to manage the condition, e.g. communication to school community
 2. Advise the parent of the student of the suspected prescribed contagious condition to seek medical advice, providing this advice in writing (unless it is not practicable to do so)
 3. Notify the parent, in writing (unless not practicable to do so), of their legal obligation to observe the prescribed period of removal from school if the student's condition is medically confirmed
 4. Keep written records of all advice given and received regarding contagious conditions
 5. Implement the TSA Independent Schools Business Continuity Plan
 6. If the student continues to attend the school or the parent advises that they still intend to send the student to school, seek advice from the PHU to determine if the parent should be directed to remove the student from school, and not send them to school during the prescribed period (s.164(3) *Public Health Act 2005 (Qld)*)
 7. If advised by the PHMO (Public Health Medical Officer) or another person authorised by Queensland Health, to direct the parent to remove the student from school, and not to send the student to school during the prescribed period, give the parent the advised direction
 8. Take reasonable steps to allow the student subject to a direction to not attend school, to access an educational program for the period of removal.

Process to follow relating to susceptible populations

- If there is reasonable suspicion or confirmed contagious condition in the school community, those staff, students and personnel who have been identified as susceptible and at higher

risk are required to be notified and given the options to work / study from home until safe to return to school.

- Principal to record all communication and actions

Allowing a student to return to school before the end of the prescribed period:

- Allow a student to return to school if the student has a medical practitioner's certificate stating that:
 - the student does not have a contagious condition, or
 - the prescribed period of time out of school has ended
- Allow an unvaccinated student to return to school if satisfied, on reasonable grounds, that the student is no longer at risk of contracting the condition
- Allow a student to return to school on direction of the PHMO.

Disclosure of information to Queensland Health:

- The *Education (General Provisions) Act 2006 (Qld)* (EGPA) allows information to be shared with another party e.g. Queensland Health, when required to do so by another Act eg *Public Health Act 2005*
- If requested, provide the PHMO with the following information:
 - the amount of contact a particular student suspected of having a contagious condition has had with other students at the school
 - names of all students suspected of having had contact with the person who has contracted the contagious condition
 - places and dates of birth and home addresses of all these students
 - contact details of a parent for each student to enable the PHU to confirm the vaccination status of the student and/or to provide public health advice.

Cleaning / Disinfection

Spills Management

The below link is from the Qld health factsheet on managing spills of blood and bodily substances for schools, including items required for a spill kit and bleach concentrate quantities.

Spill Kits are located in the staff areas of all campuses.

https://www.health.qld.gov.au/_data/assets/pdf_file/0029/722819/gastro-outbreak-cleanup.pdf

Cleaning

Cleaning is the removal of “soil” or debris and the reduction of the number of germs from a surface. Cleaning is usually sufficient for most areas and surfaces and should be carried out using warm water and detergent, followed by rinsing and thorough drying.

Sanitising

Sanitising is the reduction in the number or slowing of growth of bacteria. Sanitizers are appropriate for food contact surface sanitizing (e.g. dishes, utensils, cutting, boards, high chair trays, tables).

Disinfection

Disinfection is the inactivation of bacteria, viruses and fungi and can be achieved by heat or chemical means e.g. autoclaving, boiling, bleaching. It is important to clean surfaces thoroughly prior to disinfection to remove organic matter present in blood and body substances. Disinfection following cleaning may be required for specific situations such as managing blood spills or gastrointestinal illness causing vomiting and diarrhea.

Administering Medication

YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) require that students self-administer their own medication under supervision from trained staff. In emergency situations, where students are unable to self-administer their medication, trained staff may administer this medication (eg EpiPen or asthma inhaler) If a student is required to self - administer medication, a discussion occurs at enrolment meeting or through the course of the student's enrolment, ensuring that this practice is safe for the student and also for others.

If medication may be required to be administered by the school, the student's medical practitioner is required to complete and sign the [Medical Request Form](#).

If a student is self-administering and the school is safely storing the medication, the [Medication Record Form](#) is to be completed

All new medication requests or changes are required to be saved manually and electronically on the student record file and discussed at morning team meetings to ensure that staff are aware.

YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) will **NOT** issue non-prescription drugs such as Panadol, Nurofen or Antihistamines.

Self-Administration Process

Students who carry their own medication should demonstrate practices of securely storing their medication. Medication that may be potentially harmful to other students and safe disposal of sharps equipment, will need to be discussed with a youth worker and a plan put in place for administration and storing.

If a student is responsible for self-administration of medication and self-management of health conditions, regard the following⁴:

1. Approve student to be responsible for self-administration of medication and self-management of health conditions under the following conditions and complete Medication Request Form:
2. Consultation has occurred with parent and student/s regarding arrangements for the self-administration of medications and self-management of health conditions and the risks associated with self-administration in a school setting
3. The parent, prescribing health practitioner and school has determined the student is responsible enough to undertake self-administration of medication at school
4. The parent has provided the school with any written advice regarding self-administration provided by the prescribing health practitioner
5. Agreement has been reached amongst the student, parent and relevant school staff as to where medication is stored and where and how it is administered.
6. Notify staff if students are self-administering medication through morning team meeting
7. Ensure staff who supervise students who self-administer by injection or pump are provided with appropriate training by a qualified health practitioner.

⁴ Department of Education and Training (2017) *Administration of Medication Policy: Version 5.1*. Retrieved from, <http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx>

Medication Stored and Supervised Administration by School

If a medical practitioner deems it inappropriate for the student to self-administer, the school is to follow the below process⁵:

1. Ensure a written request has been received from the medical practitioner and parent in the form of signed medication request form
2. Ensure medication to be administered has medical authorisation, e.g. a *pharmacy label* attached to the original container
3. Obtain information from parent about potential side effects of medication if possible
4. Be aware of potential medication errors and follow the five “Rights” listed below
5. If the information on the medication container contradicts the request of the parent/carer, do not supervise administration of medication and seek clarification from the parent.

During Administration⁶

1. Check the instructions as per pharmacy label prior to administration and follow specific instructions, e.g. to be taken with food
2. Supervise administration of medication directly from the original medication container
3. Notify the classroom teacher and parent if student refuses their medication
4. Notify the parent if the student misses a dose of medication including if the student refuses to take the medication or if any other medication error occurs
5. Complete details in the [Medication Record Form](#) immediately after the routine or short-term medication is administered to a student (including when students are on school outings, excursions and camps)
6. Record details of administration of emergency medication as an Incident Report via Solv Safety

The “Five Rights” of Supervising Medication Administration⁷:

1. Right person
 - Check the identity of the student i.e. use of a photograph, asking student their full name and/or their date of birth.
2. Right Drug
 - Drugs have a trade and generic name which can cause confusion. Request that parents/carers print the correct spelling on the request form.
 - Check:
 - when the drug is taken from the cupboard
 - before the drug is put into a medicine cup or similar receptacle prior to handing it to the student
 - again as the container is returned to the cupboard.
3. Right Dose
 - The dosage will be on the medication container and the form. Ensure the drug dosages match.

⁵ Department of Education and Training (2017) *Administration of Medication Policy: Version 5.1*. Retrieved from, <http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx>

⁶ Department of Education and Training (2017) *Administration of Medication Policy: Version 5.1*. Retrieved from, <http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx>

⁷ Department of Education and Training (2017) *Administration of Medication Policy: Version 5.1*. Retrieved from, <http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx>

4. Right Time

- Medications are designed to be given with specific intervals between doses to ensure consistent therapeutic blood levels. If given at different times other than ordered, the drug may be less effective or may cause side effects.
- Often medication instructions are provided in medical terms. Seek clarification as to the time of day medication should be administered, and ensure it is administered at the prescribed times. This should be recorded on the Medical Request form

5. Right Route

- Medications have specific Routes of Administration
- Check the instructions prior to administration, e.g. to be taken with food
- Ensure all oral medications have been swallowed

Storing Medication

YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) will only store and administer medication if specifically requested by the student's medical practitioner and no other option is available.

All **non-emergency** medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only. YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) Health and Wellbeing Workers, First Aid Officers and Head of Student Support Services have the key for access at all times.

- YOS Lawnton: In Staffroom in locker labelled Non – Emergency Medication
- YOS Lawnton (Riverview): In downstairs reception area
- Tom Quinn Community Centre Alternative School (TQCCAS): admin/office

All **emergency** medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff.

- YOS Lawnton: In staffroom in locker labelled Emergency Medication
- YOS Lawnton (Riverview): In downstairs reception area
- Tom Quinn Community Centre Alternative School (TQCCAS): admin/office

In all cases, the medication must be in its original packaging, with its expiry date, and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

Once medication is received from parent/student, it will be placed in a clear named container / bag in relevant storage space. See "Storage of Documentation section"

Storage of Documentation

YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) will keep the following original records on file

- Individual student health, action or emergency plans, as required
- Medical Information form from enrolment
- Medication Request Form
- Medication Record Form
- Hard copies of current Medication Form and health/action/emergency plans will also be accessible in the student filing cabinets
- Health/Action/Emergency Plans for individual students will also be placed on the wall in the staff room with a photo attached

Medication Side Effects

- All medications have the potential for side effects
- Where possible, obtain information about specific side effects and list them on Medication Request Form
- Report unusual symptoms or behaviours to parent/career, record event on Medication Record Slip

If there are some concerns regarding the student;

- Contact the parent/carer
- Contact the prescribing medical practitioner – if permission has been given
- Adverse Medicines Events (AME) Line telephone 1300 134 237
- Queensland Poisons Information Centre telephone 13 11 26
- Call Ambulance 000 if concerned about the student and their presentation.

Expired Medication

It is the parent/student's (if independent) responsibility to ensure that the medication being stored at school is within its expiry date. Staff must check that a medication is within its expiry date when administering. When a medication is approaching its expiry date, the parents should be notified. Expired medication must not be given and should be returned to parent/career or student if appropriate and parent has given approval.

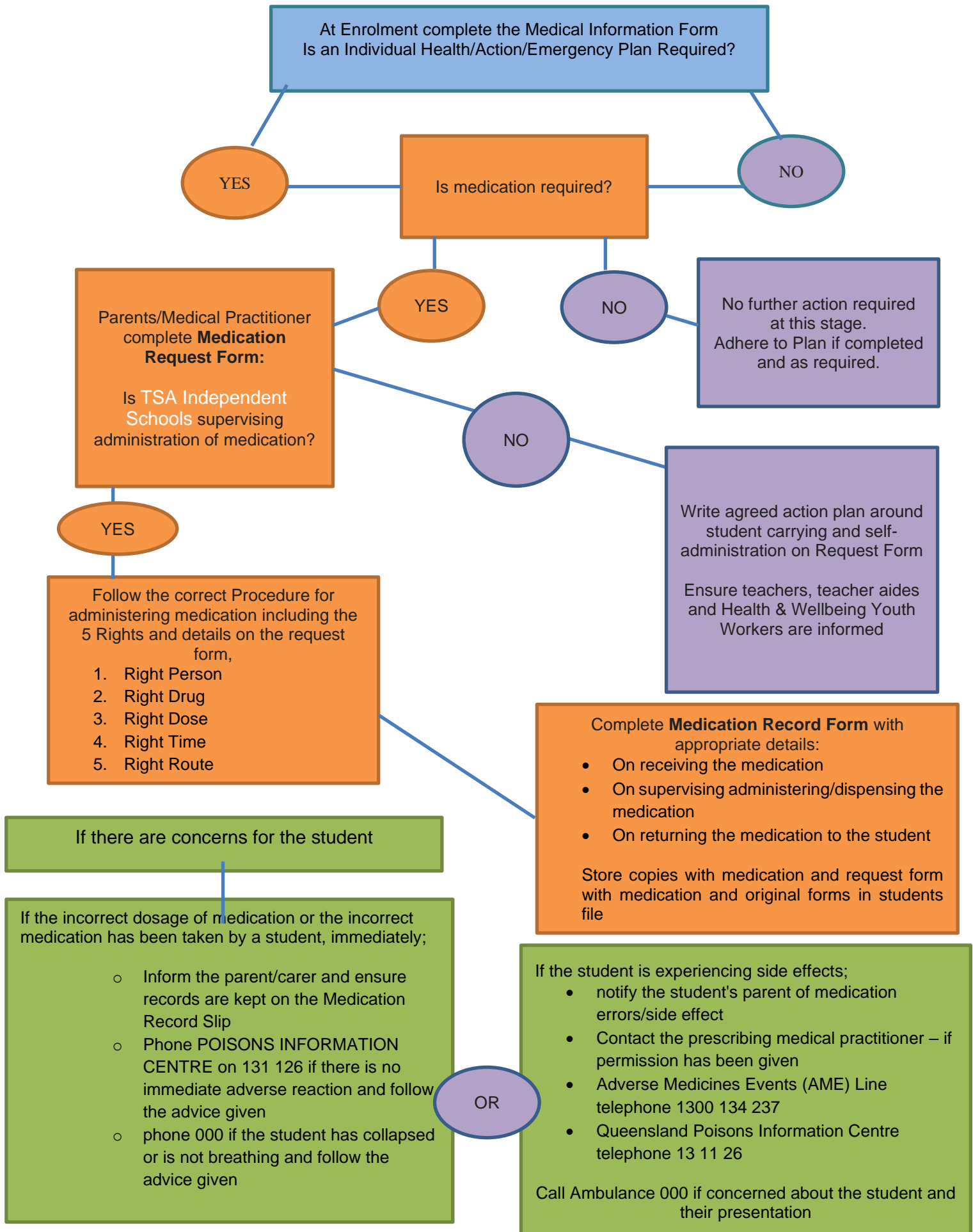
Medication Errors

- Notify the student's parent of medication errors (e.g. missed dose, dose refusal) and record on medication record slip
- If the incorrect dosage of medication or the incorrect medication has been administered to a student, immediately:
 - phone 000 if the student has collapsed or is not breathing and follow the advice given
 - phone POISONS INFORMATION CENTRE on 131 126 if there is no immediate adverse reaction and follow the advice given

Inform the parent/carer and ensure records are kept on the Medication Record form and an incident report is completed



MEDICATION FLOWCHART



Anaphylaxis Management

Anaphylaxis is a severe, life threatening allergic reaction. The most common causes of allergy in school age children and adults are eggs, peanuts, nuts, cow's milk, bee or other insect stings as well as some drugs. Although the reaction can develop within minutes of exposure to the allergen, there is usually adequate time to treat life-threatening reactions with adrenaline (EpiPen). A swift response is necessary.

Guidelines

The Following Guidelines outline the steps and procedures necessary to ensure best management of possible Anaphylactic shock or symptoms:

1. Students with Anaphylactic shock or symptoms

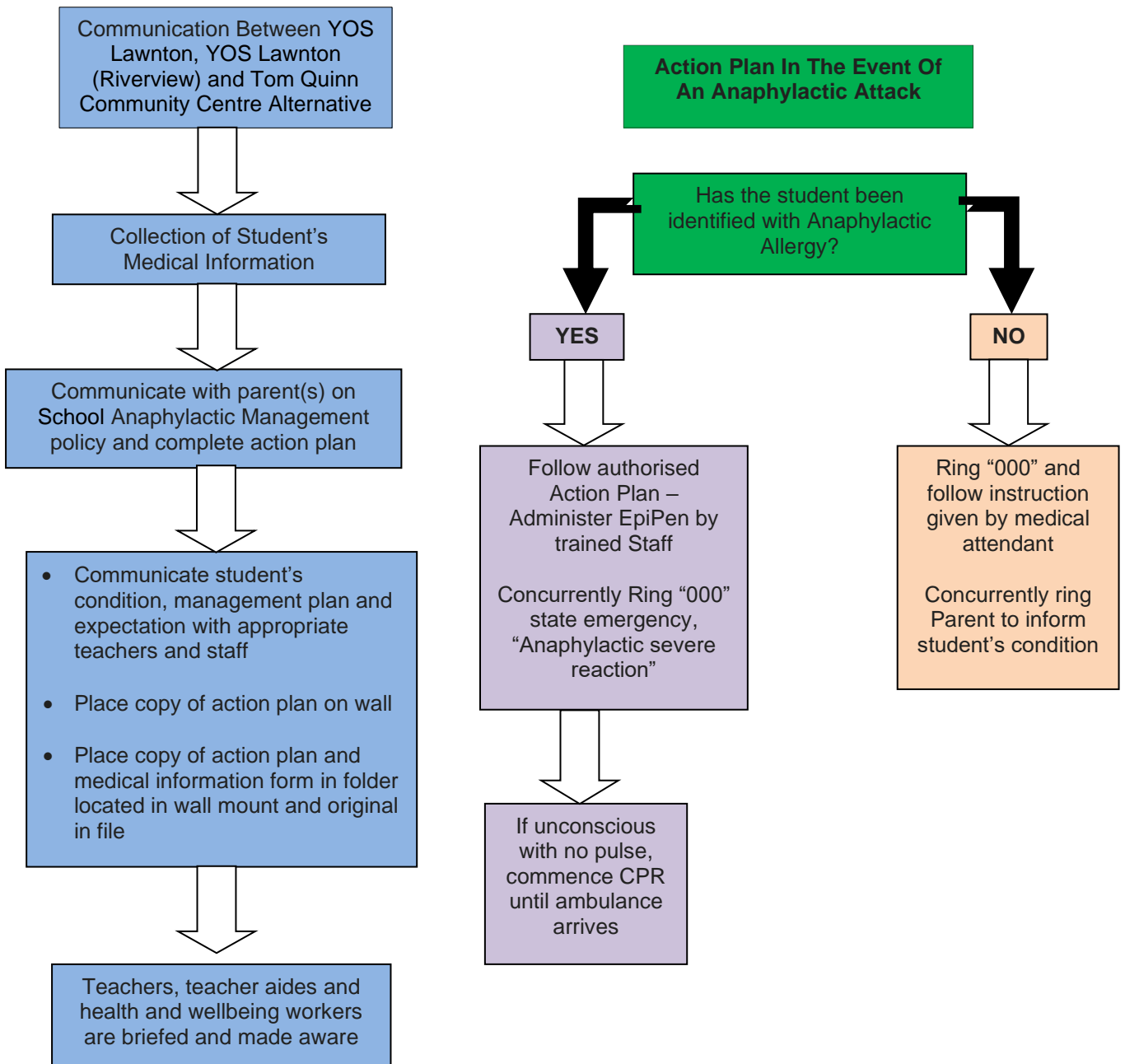
It is the parents'/carers' role to notify staff at school of their child/ren's anaphylactic condition.

1. Student's who have previously been identified as having a risk of an anaphylactic reaction, should be identified to the school by parents/carers at school enrolment. An "anaphylaxis action plan" will be completed and signed by doctor.
2. All staff shall be made aware of relevant information for all students at risk of anaphylaxis at the first full staff meeting for the year, as part of new staff orientation throughout the year, and through staff meetings as required.
3. In the event of the student's Epi Pen being discharged and there is no other spare Epi Pen available on that occasion, the student may be required to be sent home depending on the circumstances.
4. Copy of Individual anaphylaxis action plans will be located on the wall in the staff room and attached to medical information form in folder located in wall mount holder The original should be kept in student's file.

For details specific to a student, refer to their individual health/action/ emergency plan. If a serious anaphylactic reaction is suspected:

- Administer EpiPen
- Call ambulance "000" and stipulate that a child is having an anaphylactic reaction
- Contact parents

Managing Anaphylactic Student



Managing Diabetic Students

Generally, students with diabetes can do everything their peers do. However, because of their condition they may need:⁸

- Special consideration
- Extra toilet privileges
- Extra consideration if unwell
- Extra supervision
- To eat additional times, especially with sport
- Special provision for privacy if testing blood glucose levels and injecting insulin at school when necessary

A person with a diabetic condition may suffer from High Blood Glucose (Hyperglycaemia) or a Low Blood Glucose (Hypoglycaemia)

In the case of hyperglycaemia, the student will require insulin intake to control the diabetes. The student should carry out the blood glucose test and administer the required dosage themselves. However, if the condition is severe, the parents should be contacted immediately or/and alternatively the College is to dial "000" for medical assistance.

HYPERGLYCAEMIA

In a **hyperglycaemia situation**, the person may exhibit the following features:

- Lethargy
- Weight loss
- Increased urination
- Excessive thirst
- A change in behaviour (usually irritability)

Alternatively, in a severe **hypoglycaemia situation**, the person may show the following signs

- Inability to stand
- Inability to respond to instruction
- Extreme disorientation
- Inability to drink and swallow
- Unconsciousness or seizures

Regardless of which of the 2 conditions, it is important that appropriate actions be taken to ensure that the conditions do not deteriorate to a point where it becomes critical and life endangering. Teachers and all staff (including relief teachers) are required to be aware of the student's condition and administer the appropriate action.

The student should have been instructed and trained to administer the blood sugar test in the event of an imminent attack to determine the severity of their condition.

Depending on the nature of the attack, i.e. hypoglycaemia or hyperglycaemia, YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) Campuses will adhere to the student's action plan, inform the parents/carers if attacks occur and revise the management plan if necessary.

⁸ Diabetes Australia - Queensland (DAQ), <http://www.diabetesqld.org.au>

HYPOGLYCAEMIA

In the case of hypoglycaemia, the student will require a dose of rapidly absorbed carbohydrate which can include some the following:

- Fruit juice
- Sugar containing soft drink
- Sugar, honey, jam
- Lollies, Jelly beans

In the event of severe hypoglycaemia, contact the parent of the student. If the student's parent is not contactable in an emergency, **call "000" for assistance. Only the parent, a medical doctor or the ambulance paramedics** are the appropriate authorities to take the blood glucose test and administer insulin if required.

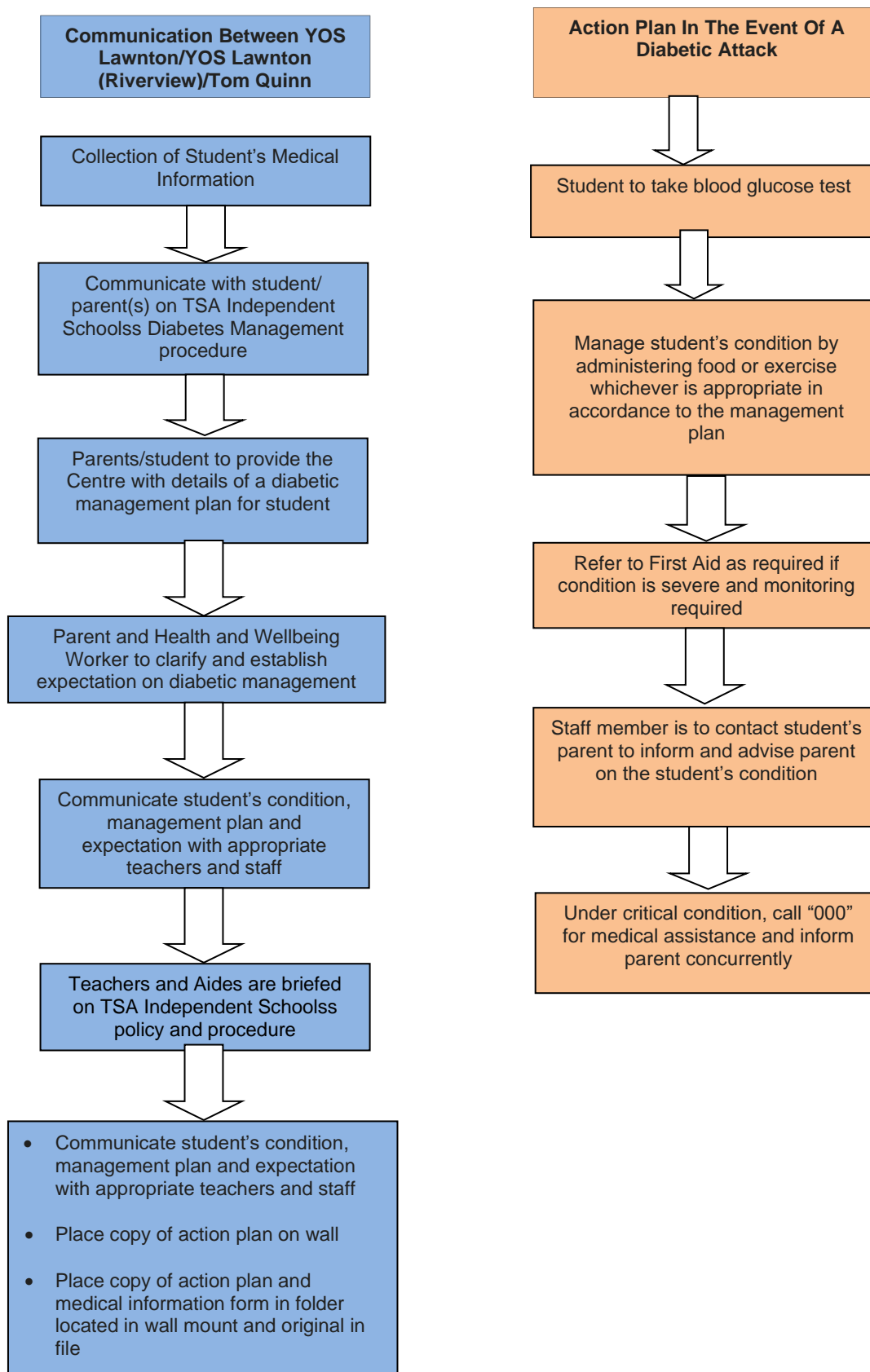
First Aid officers and staff within YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) are not authorised to give insulin shots. It is therefore important that conditions of such a student be closely monitored. Should there be the slightest concern, it should be brought to the notice of the staff member who will then contact the parent immediately or/and alternatively the Centre is to dial "000" for medical assistance.

Managing Diabetic Risk

The process of managing diabetic risk of a student commences when the student with the need is enrolled at either YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS) and the medical condition established. The student/parent will be required to provide the Centre with an authorised Diabetes Health Plan. There will be a discussion with the Teacher and Education Support ensuring the Health Plan is understood.

The plan will be communicated to the appropriate teachers and staff through staff meetings. Copies of the plan will be located in the staff room attached to student medical form and also in student's file. Photo on wall

Managing Diabetic Student



Managing Asthmatic Students

Asthma can be a life-threatening condition where people have a sensitivity of the airways in their lungs which react to triggers. This makes it harder for them to breathe.

A trigger is something that causes your airways to narrow, leading to asthma symptoms. Everyone's asthma is different, and everyone has different triggers. For most people with asthma, triggers are only a problem when their asthma is not well-controlled (Asthma Australia).

Some triggers may include;

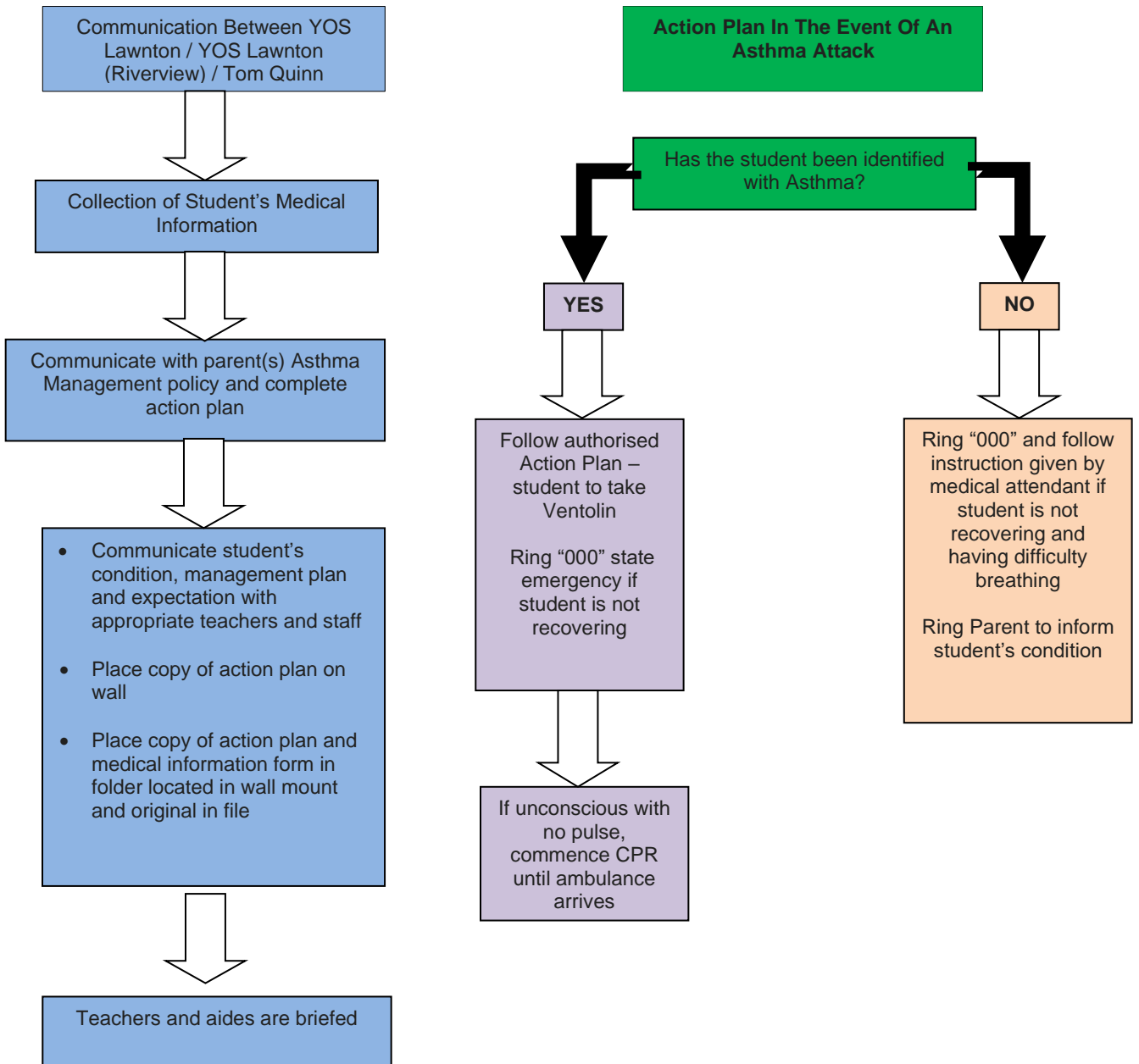
- Sprays
- Cold and Flu
- Bushfires
- Allergens
- Emotions
- Food
- Exercise induced
- Pets
- Pollen

Procedure for managing asthmatic student:

The process of managing asthma of a student commences when the student with the need is enrolled into the Campus and the medical condition established. The student/parent will be required to provide the school:

1. Complete Medication Information Form at enrolment
2. Parents to complete an Asthma Care Plan
3. Asthma Care Plan
 - a. Place copy of action plan on wall
 - b. Place copy of action plan and medical information form in folder located in wall mount
 - c. original in file
4. Inform staff student has asthma and process at staff meeting
5. Students are responsible for their asthma medication at all times.
6. Teachers should be familiar with the common signs and symptoms of asthma. As physical activity is a trigger factor in over 80 percent of children with asthma, some students may need to use medication as a preventative measure 10 - 15 minutes before the activity commences. If an attack seems likely during an activity, the student should be allowed to stop the activity and use their medication.
7. Asthma Management Plan is referred to and action taken as required,
8. Ring 000 if required
9. Inform Parents/ Carers if there are any issues or concerns

Managing an Asthma Attack



EPILEPSY MANAGEMENT

Epilepsy is a common neurological condition in which a person has a tendency to have recurring seizures. While seizures can be frightening, in most instances they stop without intervention. Once the seizure is over the person gradually regains control and re-orient themselves to their surroundings, generally without any ill-effects. The majority of people diagnosed with epilepsy will have their seizures controlled with medication⁹.

Guidelines

The Following Guidelines outline the steps and procedures necessary to ensure best management of possible Epileptic Seizures or symptoms:

Students with Epileptic Seizure or symptoms

1. It is the parents'/carers' role to notify staff at school of their child/ren's epilepsy.
2. Students who have previously been identified as having a risk of seizures, should be identified to the school by parents/carers at school enrolment. An "Epilepsy Management Plan" will be given to the parents/carers for completion.
3. It is the responsibility of the parents/carers/student to return the provided plan (completed by their doctor) at the beginning of each school year.
4. All staff shall be made aware of relevant information for all students at risk of seizures at the first full staff meeting for the year, as part of new staff orientation throughout the year, monthly education meetings and staff meetings as required.
5. Relief teachers and student teachers placed in classes where children have been identified as being at risk of seizures will be required to familiarize themselves with the relevant child and relevant management plan placed in the staff room and students file
6. If student has a seizure, parents/carers are to be contacted.

⁹ Epinet.com

Managing a Seizure

