



**INTERNATIONAL CHINESE SCHOOL**  
**国际中文学校**

An Anglican School  
圣公会学校

**Student Medication and Accident  
Policy and Procedures**

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# POLICY

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In response to its duty of care for students International Chinese School will provide students with appropriate care and attention in the event of illness or an accident.

If required medical attention will be sought. If students require to be transported to hospital facilities the NSW Ambulance Service will be engaged.

Parents will be informed of all sudden illness/accidents. A register will be kept at the school detailing all medical incidents. This register should record the nature of the illness, the action taken by staff, and should note how and when parents were informed.

Medication will not be administered to students without permission and specific directions of parents.

# PROCEDURES

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## Medication

Medication will be administered to students by the designated First Aid Officer. Written authority must be provided by the student's parent, clearly specifying the dosage and time at which the medication is to be taken. The packaging of the medication itself must be clearly marked with the student's name and the dosage details.

Students requiring regular daily medication are required to bring in a week's supply of their medication in a clearly labeled, secure plastic container. After administration of the final dose, the container will be given back to the child.

The School does not administer Paracetamol (Panadol, Panamax etc) unless it is provided by parents along with the appropriate written permission.

Asthma reliever inhalers, such as Ventolin, may be carried on the student's person and selfadministered.

A record of all medication administered, including the child's name, date, time, drug name and dosage and signature of staff member administering same, must be made on each occasion.

These details are to be entered into the Medication Register which is kept in Administration.

## Accidents

Accidents will happen on occasion in a school community and most teachers will be called upon at some stage to provide aid to injured students.

### **When an accident occurs...**

General assistance should be sought from the nearest appropriate source eg. teachers on duty.

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If the injury is of a minor nature, teachers should try to deal with the matter themselves. Teachers on duty should carry a small first aid bag for simple first aid. The designated First Aid Officer will administer first aid at any time a teacher wishes to send for assistance.

Ice packs are kept in the freezers in administration. If an ice pack is used in treating a child, the staff member concerned is to ensure that when it is finished with, it is washed in soapy water and returned to the freezer.

If the accident is of a more serious nature, or a child has a head injury (no matter how minor) or suspected break or fracture, the child concerned should not be moved, and an ambulance should be called for.

The Principal should be called to any accident not considered minor.

An Accident/Incident Report form, is required to be completed and signed as soon as possible after an accident, by the teacher initially involved in the matter. Any incident or accident involving a staff member must also be documented on a Staff Accident/Incident Report form.

N.B. First Aid supplies are available from Administration. The School is a member of the NSW Ambulance Fund.

## **Sick Bay**

Sick Bay is located in Administration. Students should only be sent to sick bay with genuine illness and written permission from a teacher (unless circumstances prevent this). If a child is ill during a break, the teacher on duty must be informed and a note issued.

A log of all children entering and leaving sick bay must be kept, including the child's name, class, ailment, treatment given and time of arrival and departure. These details are to be entered into the Sick Bay Register, which is kept in Administration.