



STUDENT HEALTH MANAGEMENT PROCEDURE

The health and wellbeing of all students at St Joseph's is very important.

Staff will liaise with parents/carers to ensure student's health is managed appropriately.

Students who are unwell should not be at school.

MEDICATION

We do understand that at times students will be required to take medications whilst at school. This can be long-term medication or short-term. If this is the case parents/carers are asked to complete a **STUDENT MEDICATION REQUEST/RECORD** form. These are available from the office. Staff will administer the medication once this form is signed with specific instructions on dosage and the name of the medication. Staff will record each time medication is taken. All medications must be supplied by the family and will be stored in a locked cupboard in the office or locked cabinet in Pre-Primary or Kindy.

Children who need to use an Asthma Medication Puffer or require an EpiPen to be kept on their person are permitted to carry this with them, or have it stored in close proximity to where they are. Where a Medical Action Plan accompanies Asthma Puffers and Epi-Pens it is to be provided to the school and kept on file and in the classroom of the child.

MEDICAL EMERGENCY ACTION PLANS

If a child has a life-threatening condition the school must be provided with a **Medical Emergency Action Plan** signed by a medical practitioner. A copy of these plans will be in the child's classroom and in their medical file in the office.

Where necessary, staff will be trained to assist in the administration of the action plan. For example: Training in Diabetes Management.

FIRST AID KITS

Each classroom has a basic First Aid Kit. Band-aids, Antiseptic Cream, Alcohol Wipes etc. This is updated annually or as supplies run out.

FIRST AID BAG

The school has two First Aid Bags that are taken for camps, excursions and offsite sporting activities. These bags contain Band-aids, Antiseptic Cream, Sun Cream, Hand Sanitiser, Bandages, Snap Ice packs, Gloves, Eye Wash, Masks etc. Standard Large First Aid Bag. This is replenished after any use and checked annually.

ASTHMA PUFFER

The school has a spare generic Asthma Puffer.

EPI-PEN

The school has a spare Child dosage Epi-Pen. This is checked annually to ensure it is in date.

NOTIFICATION

Parents/Carers will be called immediately if a child is unwell at school.