

# Lowther Hall

ANGLICAN GRAMMAR SCHOOL

*All about the girl*

# First Aid and Medicine Distribution Policy

Date of last review:	5 August 2022
Review cycle:	Annual
Review and approval responsibility:	Executive
Category:	Medical
VRQA required:	Yes
Locations:	O:Drive, LowtherLink



# FIRST AID & MEDICINE DISTRIBUTION POLICY

## 1. DEFINITIONS

### **Appropriately Qualified Staff Member**

A staff member who has, at a minimum, a current Level 2 First Aid certificate.

### **First aid**

The immediate care given to an ill or injured person until more advanced care arrives or the person recovers. In an emergency situation First Aid aims to maintain life, prevent further harm/injury, ease pain and prevent deterioration of the person's condition until professional medical help can be obtained.

### **First Aid Officer**

A staff member who has (at a minimum) current Level 2 First Aid certificate and is designated to be contacted, if needed, in their particular area of the school, or during a camp, an excursion or an event.

### **Health Centre**

The location within the School where the School Nurse and the majority of the School's medical equipment are situated and in which most first aid and medical care is delivered. The Health Centre supports smaller first aid treatment areas across the School.

### **School Nurse**

Qualified nurse, employed by the School who has the responsibility of managing the School's Health Centre. They will maintain a current Level 2 First Aid certificate and CPR certificate.

## 2. CONTEXT

### 2.1 School context

This policy is implemented in recognition of the fact that all students, staff and school visitors are entitled to be safe and well, and should know that they will be attended to with due care when in need of First Aid. The School is committed to providing timely and appropriate First Aid care to staff, students, visitors and contractors while undertaking school related activities.

### 2.2 Legislative context

#### 2.2.1 Staff

The provision and maintenance of First Aid equipment, facilities and services for all employees is a requirement of the [Occupational Health and Safety Act 2004 \(OHS Act\)](#) and [Occupational Health and Safety Regulations 2007](#).

2.2.1.1 The School recognises that it is obligated to provide, so far as is reasonably practicable, a safe working environment and adequate facilities for the welfare of its employees. Section 21(2)(d) requires that, in meeting its duty under section 21(1), and to provide, so far as is reasonably practicable, adequate facilities for the welfare of employees at any workplace under Lowther Hall's management and control.

2.2.1.2 This needs to include having appropriate First Aid measures in place, including First Aid kits and suitably trained [First Aid Officers](#).

2.2.1.3 The School recognises that it owes the same duty to any independent contractors and their employees who are working at the School, but only for matters over which the School has, or should have, control. (Compliance Code, Worksafe, September 2008, 'First Aid in the Workplace').

### **2.2.2 Students**

Child safety regulations provide the framework in which the School must provide a safe environment for students. The provision of First Aid in accordance with this Policy is one of the ways in which we fulfil this obligation.

### **2.2.3 Visitors**

The School owes a common law duty of care to all visitors to the site.

## **3. SCOPE**

This policy applies to all staff, students, visitors and contractors at the School. Specifically, this policy covers:

- the provision of First Aid to Lowther Hall students involved in school activities
- the provision of First Aid to Lowther Hall staff involved in school activities
- the provision of First Aid to visitors and contractors to the School
- the provision of First Aid at all school events
- the provision of First Aid on the School property
- the administration of medication

## **4. PURPOSE**

This policy aims to:

- Ensure that processes and procedures are in place for the competent and timely delivery of First Aid.
- Ensure that processes and procedures are in place for the responsible administration of medication.
- Support school personnel in the delivery of First Aid and in meeting the School's legal requirements in relation to First Aid and medical care.

## **5. RESPONSIBILITIES**

### **5.1 Responsibilities of the School**

The School Executive will ensure, as far as is practicable, that First Aid arrangements meet the potential needs of all persons covered by this policy and are accessible throughout all working hours and working situations.

Specifically, the School will ensure that:

- A minimum of one First Aid Officer is within easy access of all staff and students on site at the School.
- Designated First Aid Officers are identified on each excursion, camp or activity.
- First Aid facilities and kits are available.
- First Aid training is maintained for staff.
- First Aid policies and procedures are communicated clearly to relevant parties.
- The School Nurse and First Aid Officers have immunization for Hepatitis B and COVID -19 and pay for same.

The School, via the Executive Team will maintain and periodically review its requirements for:

- First Aid and Health Centre staffing
- First Aid facilities
- Availability and provision of First Aid during school hours and after hours (as per Appendix 1)
- Availability and provision of First Aid during camps and offsite activities
- Staff training and level of training

This process will include consultation with:

- School Nurse
- Executive Team
- Occupational Health and Safety Committee

The process will:

- Identify possible causes of [injury](#) and [illness](#);
- Assess the risk of [injuries](#) and [illnesses](#) occurring;
- Evaluate and choose appropriate First Aid facilities and services for the School.

## 5.2 Responsibilities of the School Nurse Alone

The following sections set out the responsibilities owed by the School Nurse only.

The School Nurse will annually review requirements for numbers and location of First Aid Kits.

The School Nurse is responsible for the inspection, maintenance and restocking of all the First Aid Kits.

This includes:

- Ensuring a First Aid kit is available for all on and off-site events.
- Checking and replenishing contents as per Appendix 2.
- Ensuring equipment and contents are within the "use by" dates.
- Ensuring the contents of the First Aid kit are appropriate for the types of injuries and illnesses likely to occur at the School or school related activity.
- Communicating any new requirements with the Executive Team.
- Recommending actions regarding use, contents, modifications and maintenance.

The School Nurse will also:

- Be the person to deal with administration of First Aid to staff.
- Deliver information regarding students with medical needs including Anaphylaxis.
- Manage First Aid and medical matters pertaining to staff.
- Provide advice to the School Executive about First Aid facilities and services.
- Maintain First Aid kits across the School.
- Maintain the Health Centre.
- Support First Aid officers and other staff involved in the delivery of First Aid.
- Deliver training to staff in Anaphylaxis management in accordance with requirements.
- Oversee processes regarding student medical plans.
- Oversee processes and policies for distribution of medicine within the School.
- Ensure that general organisational matters and matters relating to specific medical conditions relating to First Aid are communicated to staff at the beginning of each year.
- Annually revise procedures for administering asthma, diabetes and anaphylaxis medication.
- Coordinate asthma, diabetes and anaphylaxis management plans and high priority medical forms across the School.
- Liaise with local government health services.
- Oversee student immunisations.

## 5.3 Responsibilities of the School Nurse/First Aid Officer

The following are the responsibilities owned by the School Nurse and the First Aid Officer.

The Nurse/First Aid Officer will:

- Undertake the initial treatment of injuries and illness occurring at Lowther Hall or the designated excursion, camp or activity.
- Apply standard precautions for infection control.
- Record details of First Aid given.

- Maintain a First Aid kit appropriate to the level of training undertaken and to the requirements for the area as per Appendix 2.
- Ensure First Aid skills are maintained at an acceptable level, including attending annual cardiopulmonary resuscitation refresher courses.
- Contact parents of students who have received First Aid as necessary.
- Liaise with parents and Heads of School in the day to day management of student medical and first aid matters.

#### 5.4 Responsibilities of Staff

Staff at Lowther Hall will:

- Undertake the initial treatment of injuries and illness occurring at Lowther Hall if they are the first or only person available so to do.
- Inform the School Nurse of any First Aid or medical treatment administered.
- Maintain First Aid Qualifications at least to Level 2 standard.
- Undertake 2 anaphylaxis briefings and trainings each year.
- Follow the advice of the School and the School Nurse in relation to First Aid and medical treatment to members of the School community.
- Apply standard precautions for infection control as per the Infection Control Policy and Symptom Management Policy.

### 6. FIRST AID KITS

Details of requirements and locations of First Aid Kits are set out in Appendix 2

### 7. HEALTH CENTRE AND OTHER FIRST AID FACILITIES

The Health Centre and other First Aid Facilities at the School are managed by the School Nurse and may be used for injured/ill persons to stay until transport to home or medical care can be arranged, or while waiting for recovery from a minor and temporary condition.

The Health Centre and any other First Aid Facility must be identified by signage and have a list of current [First Aid Officers](#) and their contact details displayed, as well as arrangements for accessing the room.

The following are also expected to be in place for the Health Centre and any First Aid Facility:

- The room should be staffed by a Nurse or [First Aid Officer](#) between the hours of 8.15am and 4.00pm.
- Access to the room should be controlled.
- The room should contain a locked First Aid Kit, a bed/couch, hot water and hand washing facilities.
- An appropriate bin must be provided for contaminated waste.
- Arrangements for access and names (& contact numbers where appropriate) of [First Aid Officers](#) must be posted on the door.
- The room should be signed 'First Aid' or 'Health Centre' and have the green cross sign on the door.
- The floor should be washable.
- The room should be close to toilets.
- A phone should be available in the room or nearby.
- The room should be accessible to ambulance stretchers.
- A wheelchair should be available in the Health Centre.

### 8. TREATMENT

#### 8.1 Treatment of Students with Severe Medical Conditions

Any student who has moderate to severe asthma, diabetes, epilepsy, heart conditions, severe allergy or medical illness that may require specific treatment will be required to complete a separate Management Plan to provide clear instructions in the case of an emergency.

The procedure for the preparation, management and review of these Plans is set out in the Medical Action Plan Procedure.

Further requirements for students who have Asthma or Anaphylaxis are set out in the Asthma Policy and the Anaphylaxis Policy respectively.

## **8.2 Treatment during the school day**

Students and/or staff, who fall ill or become injured whilst at the School during the hours from 8am to 4pm, should present to the Health Centre for assessment and/or treatment by the School Nurse. It is the responsibility of the School Nurse to determine whether the person presenting requires additional medical treatment provided by a doctor or hospital.

## **8.3 Treatment outside hours**

In the event that students and/or staff engaged in a school related activity, or at school, fall ill or become injured outside the hours of 8.15am to 4pm, they should present to the closest available First Aid Officer or appropriately trained staff member for assessment and/or treatment. It is the responsibility of the First Aid Officer or appropriately trained staff member to determine whether the person presenting requires additional medical treatment provided by a doctor or hospital.

## **8.4 Treatment Offsite**

In the event that students and/or staff fall ill or become injured whilst taking part in a School related activity, excursion or camp off site, they should present to the designated First Aid Officer or (in their absence) an appropriately trained staff member for assessment and/or treatment. It is the responsibility of the First Aid Officer or (in their absences) an appropriately trained staff member to determine whether the person presenting requires additional medical treatment provided by a doctor or hospital.

In the event that First Aid or medical treatment occurs off site, the School should be notified as soon as possible (within 24 hours).

## **8.5 Hospital Treatment and Calling of an Ambulance**

In an emergency situation, an ambulance should be called on 000 (an extra zero should be added if using an internal phone).

Precise details should be given of location eg postcode, campus, closest entrance, building number (ambulance call Centre's are often based interstate).

Main Reception must be notified immediately on Ext. 5000 to enable them to assist with directing the ambulance to the casualty.

All members of staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with the School Nurse before deciding on an appropriate course of action.

Students requiring emergency medical care should be taken directly to Royal Children's Hospital (9345 6011) or, for less urgent cases, released to a parent or authorised care giver.

Adults requiring emergency medical care should be referred to the ambulance service.

## **8.6 Transport to Hospital for Students**

Should hospital treatment be advised for a student, under no circumstances should the student be transported to the hospital in a vehicle other than an ambulance. School staff will make every effort to contact the parents to ascertain their preference for hospital treatment.

In the event the parents cannot be contacted, the student will be transported to the hospital most appropriate to the clinical condition. All costs incurred, including ambulance transport and the emergency facility fee, will be the responsibility of the parent or guardian.

## **8.7 Transport to Hospital for Staff, Visitors and Contractors**

Should hospital treatment be advised for a staff member, contractor or visitor, they should not drive themselves. They will be transported via ambulance or another staff member's car (at their discretion).

If in a position to do so, the staff member may decide upon where they are taken for treatment. If unable to do this, staff will be taken to the hospital most appropriate to the clinical condition.

All costs incurred, including ambulance transport and the emergency facility fee will be the responsibility of the staff member, visitor or contractor.

If an injury is a result of a work-related incident, reimbursement may be claimed through Work Safe.

## **8.8 General Guidelines for Treatment**

- Treatment should comply with up to date First Aid training.
- Any students with injuries involving blood must have the wound covered at all times.
- When any student acquires a knock, bump or injury to the head, a parent or guardian must be notified immediately as per the Head Injury and Concussion Policy.
- Any incident involving fainting should be communicated to a parent or caregiver in a timely manner.
- Any incident or accident requiring further medical attention should be communicated to a parent or caregiver in a timely manner.
- The outcome of each student's visit to the Health Centre will be based on the School Nurse's triage, assessment and other nursing skills.
- When the outcome of a student's visit is any more than the administration of routine pain relief or wound management there must be communication with a Head of School or other Senior member of staff.

## **8.9 Sending Students Home During a School Day**

Students who report unwell to the Health Centre and wish to go home will be assessed by the School Nurse to determine the nature of the illness.

It is the responsibility of the School Nurse or First Aid Officer to decide whether a student is recommended to go home due to illness or accident.

Parents will be contacted and where possible and when appropriate the parent will be asked to collect the student.

Procedures to be followed when a student is sent home are set out in Appendix 3.

If the condition is such that travelling home by public transport or walking cannot be seen to pose any additional risk, the School Nurse, with the verbal permission of parent, may dismiss a Year 11 or Year 12 Senior School student to return home unaccompanied,

If the School determines that any additional risk may be posed, the student must be collected, or will be required to stay in the Health Centre until such time as they can be collected.

# **9. ADMINISTRATION OF MEDICATION**

## **9.1 Administration of Medication for Students**

Parents are required to provide medical information regarding each student via a Student and Family Confidential Form for each child on enrolment and to provide medical information to the School on an annual basis via Consent2Go.

Medication such as paracetamol, ibuprofen and antihistamines can only be administered if consent has been given on the Consent2Go platform.

If there is any change or developments in the student's medical condition/illness during the year, it is the parents' responsibility to update the student's medical details on the portal and notify the School.

When students are on site, the medication request form (Appendix 4) for ongoing or a short course of medication must be completed by the parent/guardian and handed to the Health Centre (Raymond House and Senior School) or First Aid Officer (Blinkbonnie House) with doctor's instructions. All medications should be supplied in the original packaging, and clearly marked with the student's name and expiry date of medication.

For school camps, excursions and off-site activities, medication should be given to the designated First Aid Officer (or in the absence of this individual, to the Teacher in Charge) on the day of the activity, or prior to departure from School.

No medication including headache tablets will be administered to Blinkbonnie House or Raymond House students without the express written (via Consent2Go) or verbal permission of parents or guardians at the time of administration.

Senior School students may be given Panadol should the need arise and permission for this is given to the school through the Confidential Information on student files or via Consent2Go.

For all medication required regularly or for a particular illness (eg: migraines, allergies) parents/guardians will be required to complete a Medication Consent Form (Appendix 4) and provide the specific medication required. This will enable the Nurse or First Aid Officer to administer the medication when required.

## 9.2 Administration of Medication for staff

Staff are required to complete an Employment Information Form for the School on an annual basis. It is the responsibility of the staff member to update their medical details and notify the Assistant to the Director of Human Resources and Strategic Operations throughout the year.

Staff are responsible for administering their own medication.

## 10. SCHEDULE 2, 4 AND 8 DRUG STORAGE

Drug storage is the responsibility of the Nurse. Expiry dates of student and Health Centre medication must be kept up to date on the Google Doc 'Health Centre Medication & Action plan Expiry'

### Schedule 2 medication (Pharmacy medication)

**Definition:** substances and preparations for therapeutic use which are substantially safe in use but where advice or counselling is available if necessary. Medical diagnosis or management is not required prior to provision of Pharmacy Medicines

- All schedule 2 medications are under lock and key. Health centre staff have access to the locked medication cupboard. Locked each night

### Schedule 4 medication (Prescription only medication)

**Definition:** substances and preparations for therapeutic use which requires professional medical, dental or veterinary management or monitoring. The safety or efficacy of the use of Schedule 4 may require further evaluation.

- All schedule 4 medications are under lock and key. Health centre staff have access to the locked medication cupboard. Locked each night

### Schedule 8 medication (Controlled substance)

**Definition:** substances and preparations for therapeutic use which are likely to be abused and are likely to cause dependence.

- All Schedule 8 medication must be kept in the locked safe in the cupboard (9325#)
- Each time a medication is removed or added to this cabinet it must be signed in/ out.
- A check and correct needs to be completed daily.

## 11. RECORD KEEPING

Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than “minor” must be documented on an Accident Report Form.

The School Nurse or First Aid Officer should record any treatment given on Synergetic Medical Maintenance (SAI110051). For any significant First Aid treatments, accident, injury or “near miss” the Lowther Hall Incident/Injury Report Form (also located at LowtherNet/Staff/Form/Accident Report) should be completed by the injured person or person reporting the incident (Appendix 5).

In the event that a student requires medical treatment, a record of treatment form must also be completed. This history will be held in First Aid.

## 12. CONFIDENTIALITY

Student and staff health information including medical conditions, treatment provided and the results of tests is confidential and must be managed consistently with the School’s Privacy Policy and Record Management Policy.

Disclosure of personal health information of staff can only be made with the person’s consent.

Health professionals should not be approached without the person’s consent.

The disclosure of health information without consent is unethical and may be illegal in some instances.

## 13. COMMUNICATION OF THE POLICY AND PROCEDURES

The School will ensure that all staff members know and understand their responsibilities in relation to administration of First Aid to students.

The School will communicate the First Aid and Distribution of Medicine Policy to:

- New staff on induction
- All staff every 3 years through an update process.

## 14. RELATED DOCUMENTS

- Anaphylaxis Policy
- Asthma Policy
- Camps, Excursions and Offsite Activities Policy
- COVID-19 Symptom Management Procedure
- Enrolment Contract
- Enrolment Policy
- Hazard Identification Report Form
- Head Injury and Concussion Policy
- Incident/Accident Report Form
- Infection Control Policy
- Medication Administration Form
- OH & S Policy
- Privacy Policy
- Records Management Policy
- SunSmart Policy
- Symptom Management Procedure
- [Workplace Health and Safety Act 2004](#)

## GUIDE TO ASSESSING FIRST AID REQUIREMENTS

The First-Aid Advisory Standard 2004 outlines the process to:

- identify hazards which may cause injury or illness
- assess the risk, type and extent of injuries and work caused illnesses which may occur
- decide on appropriate First Aid equipment, facilities, services (including trained personnel)
- implement chosen measures and monitor effectiveness

In assessing the risk (likelihood and potential severity) of injury/illness, and consequent First Aid requirements, several factors need to be considered:

### NATURE OF THE WORK CARRIED OUT

Certain environments (e.g. laboratories and workshops) have greater risks of injury and illness so additional First Aid facilities should be provided, particularly if these are specified in Material Safety Data Sheets. These facilities may need to include emergency showers and eyewash stations, or provision of poison antidotes. Personnel trained in Advanced or Occupational First Aid may be appropriate in these environments.

### SIZE AND LAYOUT OF WORKPLACE

- the nature of activities being performed in different areas
- the distance an injured or ill person has to be transported to First Aid and the ease with which this can be undertaken
- the level of training of First Aid Officers available

### LOCATION OF THE WORKPLACE

Consider the distance of the workplace from ambulance, hospital and health services and the time taken to access these facilities.

### NUMBER AND DISTRIBUTION OF PEOPLE AT WORKPLACES

The risk of injury or illness in workplaces is proportional to the number of staff/students and activities involved. Where there are separate work areas, it may be appropriate to locate First Aid facilities centrally and provide portable First Aid Kits in each work area. Where staff or students work away from their normal workplace, other factors must be considered including:

- whether staff or students work alone or in groups
- staff or students access to telephone and emergency radio communications
- the nature of the activity being performed

In these situations, the School will consider providing small and more portable First Aid Kits to the School Nurse or First Aid Officer. Staff and students will be informed about the contents of these kits, their location and access arrangements. Where work is conducted outside normal school hours, First Aid facilities should be available to cover these arrangements.

## APPENDIX 2

### Guidelines for First Aid Kit Contents

*Note: The following recommendations are for general guidance only. Kit contents may need to be modified to suit the needs of individual areas or activities.*

### CATEGORIES OF FIRST AID KITS

First Aid kits are located in the Health Centre unless specified differently below.

<b>A</b>	Large	For extended camps and all-day sport activities. Large kits are also held in all Science areas.
<b>B</b>	Medium	For all sport/excursions/other activities. Medium kits are also located in the Nora Collisson Centre and Senior School Drama Room.
<b>C</b>	Small (Basic)	For walks and excursions where, little physical activity is expected. Small kits are also located in the Senior School and Raymond House Art Rooms and Small kits may be taken on all overseas trips where size/weight is an issue.

### Each First Aid kit should contain:

- Recommended items as per table on page 10.
- The name of the responsible First Aid Officer (and extension number if relevant)
- First Aid Treatment Record Booklet for the recording of First Aid treatment
- A list of contents to facilitate replacement of items
- A list of precautions and procedures for provision of First Aid.

## SUGGESTED CONTENTS OF FIRST AID KITS

First aid kits				
Item	Bum bag	Mini	Large	Camp/ Event
Accident report form	2	3	4	6
Alcohol swab	4	6	6	10
Bandaid regular	10	15	20	30
Bandaid large	5	5	10	20
CPR mask	1	1	1	1
Crepe bandage small	1	1	2	5
Crepe bandage large	1	1	2	5
Combine dressing	1	3	4	10
Elastoplast strip	1	1	1	1
Emesis (vomit) bags	2	2	4	15
Eye bath	1	2	2	6
Gloves	4	4	8	20
Gauze swab	6 sheets	6 sheets	10 sheets	1 packet
Hand sanitiser	1	1	1	2
Jelly Beans	1 bag	1 bag	3 bags	5 bags
Micropore tape	1	1	2	2
Saline ampule	2	3	5	10
Splinter probe	2	2	4	5
Ice packs	2	2	4	15-20
Sanitary napkins	2	2	4	10
Tampons	2	2	4	10
Scissors	1	1	1	1
Thermal blanket	1	2	4	6
Thermometer				1
Strapping tape			2	1
Tissues	1 packet	1 packet	2 packets	4 packets
Triangular/ sling bandage	1	1	2	4
Tweezers	1	1	1	1
Ventolin	1	1	1	1
Spacers	2	3	4	10
Creams				
Burn Aid	1	1	1	1
Antiseptic cream	1	1	1	1
Soov bites	1	1	1	1
Insect repellent	1	1	1	1
Sunscreen	1	1	1	1
Medication				
Paracetamol	1 sheet	1 sheet	2 sheets	4 sheets
Anti-histamine	1 sheet	1 sheet	1 sheet	4 sheets
Ibuprofen	1 sheet	1 sheet	2 sheets	4 sheets
Gastro-stop				2 sheets
Hydralyte			2 sachets	1 box
Buscopan				2 sheets



## APPENDIX 3

### PROCEDURES FOR SENDING STUDENTS HOME DURING A SCHOOL DAY

BLINKBONNIE HOUSE	RAYMOND HOUSE	SENIOR SCHOOL
<p>Email:</p> <ul style="list-style-type: none"> <li>- The student's Classroom teacher</li> <li>- Cc all BBH staff and BBH Reception</li> </ul> <p>8 Advise the parent when they arrive to sign out at BBH reception.</p> <p>9 Sign them out externally through Synergetic with the time they leave BBH First Aid.</p>	<p>Email:</p> <ul style="list-style-type: none"> <li>- The student's classroom teacher (this information is in the folder on the desk)</li> <li>- CC: raymondhouse@lowtherhall.vic.edu.au</li> <li>- CC: Receptionist</li> </ul> <p>10 Advise the parent when they arrive to sign out at RH Reception.</p> <p>11 Sign them out externally through Synergetic with the time they leave the health centre.</p>	<p>Email:</p> <ul style="list-style-type: none"> <li>- The student's Home Group teachers</li> <li>- CC: The student's Year Level Coordinator</li> <li>- CC: SS absences</li> </ul> <p>12 When they are leaving advise them to sign out at SS reception before they leave (student or parent may do this).</p> <p>13 Sign them out externally through Synergetic with the time they leave the Health Centre.</p>

# APPENDIX 4

## MEDICATION REQUEST

Date of Request	
Parent Name	
Address	
Telephone (Business Hours)	

Student Name	
Class / Home Group	

I request that my daughter (named above) be administered the following medication whilst at school, as prescribed by her medical practitioner, for treatment of the following medical condition:

Medical Condition	
Name of Medication	
Dosage (Amount)	
Time(s)	
Date(s) to be Administered	
Other Instructions	

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Parent Signature	
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***This form should be completed by a parent or authorised guardian and submitted with any medication required to be given to a student.***

# APPENDIX 5

## ACCIDENT REPORTING PROCESS

### IT IS THE RESONSIBILITY OF ALL STAFF

To report any accident/incident that occurs onsite at Lowther Hall or offsite during a scheduled school activity.

### YOU MUST:

1. Injured person or witness must notify the First Aid Officer or School Nurse 9325 5205
2. Injured person or witness must complete an **Accident Report** form and notify Management of incident immediately (must be reported within 8 hours).

## ACCIDENT REPORT

This document is a legal requirement and as such, should be completed legibly and clear details of the accident should be given. This document will be held for future reference.

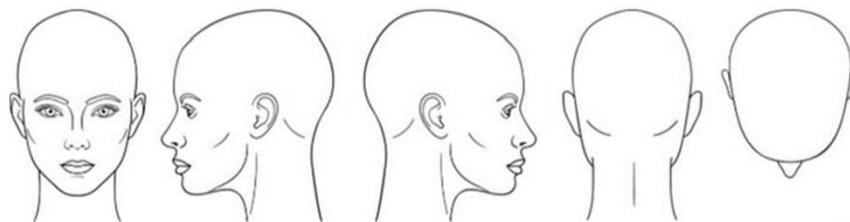
<b>Date of Accident</b>		<b>Staff</b> <input type="checkbox"/>	<b>Student</b> <input type="checkbox"/>	<b>Time</b>	
<b>Name</b>				<b>Class</b>	
<b>Location and address of accident</b>					
<b>Person first at scene</b>					
<b>Supervising teacher</b>					
<b>Witness 1 Name</b>				<b>Staff</b> <input type="checkbox"/>	<b>Student</b> <input type="checkbox"/>
<b>Contact</b>					

What activity was the injured person engaged in just prior to the accident?

Description of the accident:

**HEAD, FACE OR NECK INJURY**  YES  NO FOR INJURIES BELOW THE NECK PLEASE TURN PAGE OVER

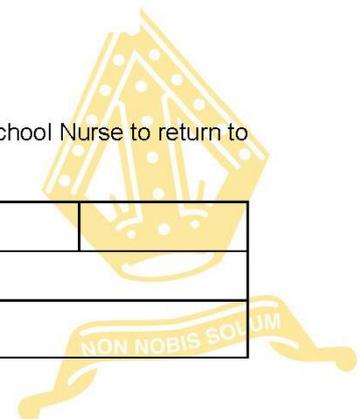
If this accident is considered a head injury as per the Head injury (including neck and face) and Concussion policy please complete this section.



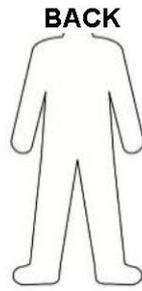
**Parent/family must be notified for any injury above the neck.**

Please notify parents that a GP clearance letter is required to be provided to the School Nurse to return to sporting activities if a concussion is suspected.

<b>Name of parent/ caregiver called</b>		<b>Time</b>	
<b>Staff member who made contact</b>			
<b>Notes</b>			



**NATURE OF THE INJURY- PLEASE MARK BELOW**



**TYPE OF INJURY**

- A ABRASION
- BL BLEEDING
- BU BURNS
- C CONTUSION
- D DEFORMITY
- F FRACTURE
- L LACERATION
- P PAIN
- S SWELLING
- T TENDERNESS

**LOCATION**

- 1 CHEST
- 2 ABDOMEN
- 3 LIMB
- 4 SPINAL
- 5 MULTIPLE
- 6 BACK

**TREATMENT- PLEASE CIRCLE  
(INCLUDE MEDICATION GIVEN)**

**RICER                  DRESSING/ BANDAID                  EPIPEN                  VENTOLIN                  CPR**

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**ACTION TAKEN AFTER INITIAL TREATMENT**

- |   |      | AM    | PM    |
|---|------|-------|-------|
| 1 Remained in class/ activity   | Time | --:-- | --:-- |
| 2 Collected from offsite venue by: <input style="width: 200px;" type="text"/> | Time | --:-- | --:-- |
| 3 Rest or referred to Health Centre   | Time | --:-- | --:-- |
| 4 Taken home by: <input style="width: 200px;" type="text"/>                   | Time | --:-- | --:-- |
| 5 Taken to Hospital / Doctor by: <input style="width: 200px;" type="text"/>   | Time | --:-- | --:-- |
| 6 Emergency vehicle called by: <input style="width: 200px;" type="text"/>     | Time | --:-- | --:-- |

**Name of person completing this report**

**Signature**  **Date**

**FOR SCHOOL NURSE USE ONLY:**

Follow up with parent/student?     YES     NO    By:

Condition

Action

Head bump care emailed to family?     YES     NO     N/A

Signed     Date:

Referred to the OH&S Committee:     NO     YES- Investigation report to follow