



INJURY, ILLNESS AND MEDICATION POLICY

POLICY

At St Matthew's School we value care and compassion and will administer to the physical and emotional needs of all members of St Matthew's School community.

PROCEDURE

Each child should have his/her medical information completed on the enrolment form. It is the parent's responsibility to ensure that all the necessary details are recorded in full and that the school office is notified immediately of any changes in circumstances such as medical conditions, address, emergency contact persons and phone numbers.

In case of minor accidents, suitable first aid will be administered by school staff. In the event of serious injury, parents will be contacted immediately and appropriate medical assistance sought.

Parents are requested to keep children at home in times of sickness. Should a child become ill at school and is unable to take part in normal classes, parents will be contacted and requested to collect the child. No sick child will ever be sent home unless a parent or other authorised adult comes to collect the child from the school.

With regard to communicable diseases, the school is guided by Queensland Government Department of Health Communicable Diseases guidelines

https://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

Prescribed Medication

Prescribed medication will only be administered under the following conditions:

- Prescription medication must be given to the school in its original packaging with the pharmacy label attached showing clearly marked instructions.
- Medication must be accompanied by a Medication Authority (available from Parent Portal and school office) signed by the parent/guardian.
- All medication will be kept in a secure place in the school office until required.
- No medication except asthma inhalers are to be kept in the classroom.
- Parents must notify the school in writing if students are to keep asthma inhalers in their possession.
- It is the responsibility of students/parents to collect unused medication.
- Any medication not collected by the last day of school will be disposed of.
- For ongoing conditions, a new Medication Authority must be completed at the start of each year accompanied by the medication.

Non-prescribed Medication

Non-prescription medication including Panadol/Aspirin/Antihistamines will not be administered without a completed Medication Authority signed by the parent/guardian.