**MILC**

**First Aid Medication Policy**

MILC’s Medication policy is reflective of government legislation and best practice surrounding the storage and administration of medications to boarding students.

All medication, personal or school owned, is to be kept in the locked Medication Cupboardlocated in the Sick Bay.

* Medication is issued by the Adult-in-Charge (First Aid) as ordered*.* After hours, boarding staff administer all medications.
* All treatment is recorded – Each entry must be dated, timed and signed by the treating person. Their designation must also be recorded and surname printed.
* Any medication brought into the Boarding House must be given to the Adult-in-Charge (First Aid) with a letter of authorisation from the parents/guardians or the completed *Medical Advice to School* form filled out.
* The Adult-in-Charge (First Aid) and the student will develop a plan for daily administration in keeping with the prescription.
* Boarders on a regular regime of medication will have their own *Medication Chart* in the Medication Folder kept on the bench in the Sick Bay as a record of administration.
* The Adult-in-Charge (First Aid) will arrange for the filling of prescriptions at the local pharmacy.
* Certain medications that do not require a Doctor’s prescription (over the counter medications) are available in the Sick Bay.
* **Only the medications authorised on the current year Student Information Form may be administered. Authorisation must be updated annually by parents/guardians as well as if and when there are any changes in that student’s medical condition.**
* Students are **not** permitted to keep and self-administer **any** medications, prescription or over the counter medications, vitamins, herbal supplements or nutritional supplements.
* **All medications must be approved by the Therapeutic Goods Administration and purchased in Australia. Medications bought from overseas that do not have clear directions for use written in English will not be administered.**
* All medication includes “alternative compounds/herbal medication”.
* Anaphylaxis and Asthma medication as well as pancreatic enzymes are required to be carried by the student at all times.
* Emergency medication for anaphylactic allergic reactions is stored in the Sick Bay cupboard above the bench marked “Epipen Stored here” and “Glucogen hypokit stored here”.

**PROCEDURE FOR ADMINISTERING MEDICATION TO A BOARDER**

**Regular or prescribed medication**

* This medication is stored in the locked cupboard and has the student name on it.
* It may only be given to the student for whom it was prescribed at the signified time.
* Write the student’s name, reason for attendance ie “Reg. Medication” and the name of the medication, in the *Daily Register* located on the bench in the Sick Bay.
* Identify the Student and locate their medication in the locked cupboard, check the name on the medication.
* Distribute to the student the medication with a cup of water and observe them swallowing the medication –Do not permit them to take the medication out of the Sick Bay.
* All medications must be signed for: All students on regular medications have an individual drug chart stored in the blue folder marked “Medication”.
* Initial your name in the appropriate time slot next to the medication that you administered.
* Remind the student of the next time they are to take their medication.
* Replace the medication to the locked cupboard and ensure the cupboard is locked.

**Other treatment including the administration of pain relief eg, sprained ankle, grazed, knee, period pain and headache etc**

* Any person who is treated in the Sick Bay must be recorded in Daily Register located on the bench in the Sick Bay along with any treatment given.
* All treatment other than the administration of regular prescribed medication must be recorded in the boarder’s individual health file.
* All entries in Boarders files must be dated, time recorded, complaint treated, treatment given, signed, surname printed and designation recorded eg:

*1/1/2000 – 1000hrs – Complained of a headache. Reports not hitting head. Given 2 X Paracetamol. S. Jones. Boarding Mistress/ BM (JONES)*

**Treatment Special Notes:**

* Any Boarder who reports hitting their head must be considered as having a head injury and treatment must be given according to Head Injury protocol following DRSABCD.
* The Adult-in-Charge (First Aid) and/or the Boarding Supervisor must be advised.
* Any Boarder who becomes unconscious MUST be cared for according to DRSABCD. MILC Management must be called as well as the Adult-in-Charge (First Aid). MILC Management will contact parents.
* Boarders who are unwell with an infectious illness must remain in the Sick Bay until review by the Adult-in-Charge (First Aid). This includes vomiting, diarrhoea and unusual rashes.
* Boarders who have colds and share a dormitory should also remain in the Sick Bay until review by the Adult-in-Charge (First Aid).

**Managing Communicable and Infectious Diseases**

If the Adult-in-Charge (First Aid) suspects a boarder of having contracted a communicable disease, the following steps are to be observed:

* Medical assistance will be sought for confirmation of the condition.
* Doctor or nurse may be required to contact the Department of Health. All notifications are strictly confidential.
* Parents/guardians and MILC Management will be informed by the Adult-in-Charge (First Aid)
* Boarders with a communicable or infectious disease should be cared for by guardians at home if possible. This is to assist in reducing the risk of further outbreaks in the Boarding House.
* The Adult-in-Charge (First Aid) cooperates with other schools in the notification of possible outbreaks of infectious diseases.

**Medical and Emergency Contacts**

Ambulance 000

Fire 000

Police 000

Electricity Emergency 13 13 88

Poisons Information 13 11 26

Interpreter Service 13 14 15

Lifeline 13 11 14

Bay Street Medical Centre

9596 8222

412 Bay Street

Brighton VIC 3186

Cabrini Brighton Private Hospital

9508 5888

243 New St, Brighton VIC 3186

Caulfield Hospital

9076 6000

260 Kooyong Road

Caulfield VIC 3162