



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

**Medication, Accident and First-Aid Policy
May 2017**

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

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Table 2: Revision Record

Date	Version	Revision Description
December 2016	1	New policy developed



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Medication Authority Form 24

Introduction

The administration of medicine and medical treatment is consider a high risk practice and requires attention to detail, meticulous record keeping and due care.

The list of medical issues outlined in this policy is by no means exhaustive.

This policy used definitions and is based on information from the Australasian Society of Clinical Immunology Allergy, Asthma Australia, Diabetes Australia, Epilepsy Australia, Work Health and Safety Act 2012 South Australia Code of Practice and DECD Policies and Procedures.

Definitions

First Aid: initial assistance or care given to a person who is sick or injured until medical treatment is available

First Aid Officer: a person who has successfully completed a nationally accredited first aid training course

Asthma: is a long term lung condition involving sensitive airways in the lungs which react to triggers. A reaction, the muscles around the airway tighten and become narrow, making it harder to breathe.

Anaphylaxis: is a serious allergic reaction that has a rapid onset and may result in death.

Allergy reaction: occurs when a person's immune system reacts to substances in the environment that are harmless to most people. These substances are known as allergens and are found in house dust, mites, pollen, insects, moulds, foods and some medicines.

Food allergy: a specific allergy that occurs when food is digested, or when a person comes into contact with a food substance.

Food intolerance: does not involve a person's immune system and does not cause server allergic reactions. Food intolerance can cause migraines, headaches, rashes, stomach upsets or irritable bowel.

Diabetes: is the name given to a group of different conditions in which there is too much glucose in the blood.

Epilepsy: is a disorder of the brain function that takes the form of recurring convulsions or non-convulsions.

Policy

Hungarian Community School, Adelaide Inc. will ensure that there are an adequate number of trained first aid officers on site or during an excursion. At any time, there will be at least one first aid officer available to offer first aid assistance.

All workers must be able to access a first aid kit. Hungarian Community School, Adelaide Inc. will ensure the first aid kit will:

- be based on a risk assessment that the school conducts annually
- be large enough to contain all the necessary items and be immediately identifiable with a white cross on green background



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- must be made of material that will protect the contents from dust, moisture and contamination
- be located in a prominent, accessible location and able to be retrieved promptly
- be located close to areas where there is a higher risk of injury or illness
- should provide basic equipment for administering first aid for injuries including:
 - cuts, scratches, punctures, grazers, and splinters
 - muscular sprain and strains
 - minor burns
 - amputations and/or major bleeding wounds
 - broken bones
 - eye injuries
 - shock

Hungarian Community School, Adelaide Inc. will nominate a person to:

- monitor access to the first aid kit and ensure any items used are replaced as soon as practicable after use
- conduct regular checks to ensure the first aid kit contains a complete set of the required items
- ensure that items within the first aid kit are in good working order, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with.

Administering First Aid

Before applying first aid to an injured or ill person, first aiders should assume they could be exposed to an infection. The person administering first aid should wash their hands with soap and water or apply alcohol based hand rub before and after administering first aid. First aiders should also wear personal protective equipment to prevent contact with blood and body substances, including disposable gloves. Eye protection, a mask and protection clothing may also be necessary if splashes of blood or body substances are likely to occur.

A record of any first aid treatment given should be kept by the person who has administered first aid treatment and complete an incident report. This report will be given to the Principal and kept for analysis and for any necessary follow up. The Principal will use these reports to review first aid arrangements at Hungarian Community School, Adelaide Inc. First aid treatment records are subject to requirements under Health Records legislation.

Contaminated items

All items that are soiled with blood or body substances should be placed in plastic bags and tied securely. Dressings and bandages, materials that are only stained or have had minimal contact with body substances, disposable nappies, incontinence pads or sanitary napkins are not regarded as medical waste and can be disposed of in general waste.

Preventing Needle Stick Injuries

Certain medical conditions such as treatment of diabetes, may require the use of medication that is administered by a hypodermic needle or syringe. Hungarian Community School, Adelaide Inc. requests that a staff member or student who needs to administer medication through the use of a needle to bring their own sharps container to school and on any school functions or excursions. The disposal of any sharp containers and needles is the responsibility of the person who requires the use of the sharp container and needles. To



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reduce risk of a needle stick injury, Hungarian Community School, Adelaide Inc. has adopted the following procedures:

Best Practice

- Place all needles and other sharps in a sharps disposable container immediately after they have been used.
- Keep all needles, other sharps and sharp disposable containers out of the reach of children
- Wash hands before and after administering medication

Don't

- Dispose of needles and other sharps in general waste or the recycling bin
- Flush needles and other sharps down the toilet
- Try to remove, bend, break, or recap needles used by another person. This could lead to accidental needle stick injury
- Attempt to remove the needle from the syringe
- Reuse the needle under any circumstances

In the event of a needle stick injury, Hungarian Community School, Adelaide Inc. has adapted The Australian Guidelines for the Prevention and Control of Infection. Hungarian Community School, Adelaide Inc. recommends doing the following:

- Seek medical advice immediately
- Wash the affected area with soap and water
- Do not squeeze the affected area
- Complete an incident report

First Aid Training:

Hungarian Community School, Adelaide Inc. will ensure an adequate number of staff are trained in providing first aid, at the minimum, Basic Emergency Life Support training (HLTAID002). First aiders should hold nationally recognised Statements of Attainment issued by a Registered Training Organisation. First aiders are required to attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid. Refresher training in CPR should be undertaken annually and first aid qualifications should be renewed every three years.

If a person at Hungarian Community School, Adelaide Inc. has disclosed a medical condition, then the first aid officers may also need to undertake additional training in order to respond to specific situations.

Training can be organised independently or through the Ethnic Schools Association and dates published on <http://www.esasa.asn.au/>.

First Aid on Excursions

A first aid officer and a first aid kit must be taken on all excursions. A risk assessment must be carried out prior to the excursion to identify and minimise any possible risks. Please see the Excursions and Incursions Policy for more details.



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Procedures

The following sections outlines the procedures that Hungarian Community School, Adelaide Inc. will follow in the event of a medical incident. In all medical incidents a staff member and a first aid officer must stay with the student until the medical incident is resolved. All students who are taking any prescribed medication must complete a Medication Authority Form. A medical practitioner is required to complete a medical form for any medical condition and parents are to give the completed form to the school.

Anaphylaxis

Anaphylaxis is a potential life threatening, severe allergic reaction and should always be treated as a medical emergency. Anaphylaxis occurs after exposure to an allergen (usually to food, insects or medicines), to which a person is allergic. It is important to note that not all people with allergies are at risk of anaphylaxis.

Signs and Symptoms of Anaphylaxis

A person who has anaphylaxis may have any one of the following signs and symptoms:

- Difficult/noisy breathing
- Swelling of the tongue
- Swelling/tightness in the throat
- Difficulty talking/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness and/or collapse
- Young children may appear pale and floppy

In some cases, anaphylaxis is preceded by less dangerous allergic symptoms such as:

- Swelling of face, lips and/or eyes
- Hives or welts
- Abdominal pain, vomiting

Some students may carry with them an adrenaline auto-injector or EpiPen. Adrenaline works rapidly to reverse the effects of anaphylaxis and is the first line of treatment if a student has an EpiPen. The following procedures have been put in place by Hungarian Community School, Adelaide Inc. in the event that a student is experiencing anaphylaxis:

- Encourage the student if they are well enough to self-administer the EpiPen, alternatively the EpiPen should be delivered by the First Aid officer or any available staff member.
- Administer the EpiPen as soon as symptoms occur.
- Contact Emergency Services (000) immediately and explain the situation. Inform Emergency Services if an EpiPen has been used and the outcome
- Contact parents/carers and/or emergency contacts to inform them of the situation.
- Complete a medical incident form.

In the event that a student is experiencing anaphylaxis does not have an EpiPen, a staff member will call Emergency Services (000) and contact parents as soon as possible.

Asthma

All students at Hungarian Community School, Adelaide Inc. who are known to have Asthma need to inform the school and must complete the Asthma Management Plan and Medication Authority Form. Asthma symptoms can vary overtime and can vary from person to person. The most common symptoms are:



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- Breathlessness
- Wheezing
- Tight feeling in the chest
- Continuing cough

Students are supported to self-manage their Asthma in line with their age and stage of development and are required to bring all medication and equipment (spacer, mask etc.) to treat their Asthma. All medication must be clearly labelled with the child's name, dose required and frequency of dose. Parents are required to alert the Principal of Hungarian Community School, Adelaide Inc. to any changes in their child's Asthma management.

Staff are required to document any Asthma attack and advise parents/carers.

Allergies

Allergies are very common and increasing in Australia, affecting around one in three people at some time in their lives. There are many different causes of allergy and symptoms vary from mild to potentially life threatening. Allergy is also one of the major factors associated with the cause and persistence of Asthma.

The most common causes of allergic reactions in Australia are:

- Dust mites
- Pollen
- Foods such as peanuts, cow's milk, soy, seafood and eggs
- Cats, dogs and other furry or hairy animals such as horses, rabbits and guinea pigs
- Insect stings including bee stings
- Moulds
- Medicines including penicillin

Signs and Symptoms of Allergies

Depending on the allergen and where it enters the body, a person may experience different symptoms. Allergic reactions can also involve several parts of the body at the same time including the:

- Nose, eyes sinuses and throat
- Lungs and chest
- Stomach and bowel
- Skin

Most allergic reactions are mild to moderate, and do not cause major problems. Often allergies can be a source of extreme irritation and discomfort. If a student is experience an allergic reaction the Hungarian Community School, Adelaide Inc. will:

- Administer any medication that the student may have that will relieve the symptoms.
- Contact parents/carers and/or emergency contacts to inform them of the incident
- Seek medical advice from a medical practitioner, either nominated by the family or the most convenient service.
- Seek medical assistance if advised by parents, medical practitioner or if the situation is deemed to be an emergency
- Complete a medical incident form



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Minimising Risk to Food Allergies

At Hungarian Community School, Adelaide Inc. we take food allergies seriously. To minimise the risk of an allergic reaction to a food item, everyone at Hungarian Community School, Adelaide Inc. is encouraged to:

- Wash their hands before and after eating. Soap alternatives will be provided by families for those students who have skin irritations.
- Food is not given as a reward/treat unless prior consent from families has been obtained (see Permission to Give Food Treats).
- Children do not share or swap food, unless prearranged with families (for example, end of year celebrations where students are required to bring a plate of food to share).
- Food will not be supplied to students with anaphylaxis. It will be assumed that any product may have traces of nuts or other ingredients that may cause a severe anaphylactic reaction.
- Any food that is being prepared will follow the appropriate food standards and precautions put into place to prevent cross contamination. Any person (teachers, parents, and volunteers) who has the responsibility of preparing food for a special event or fundraiser will be shown strategies to prevent food from being cross contaminated.
- Planning any incursion or excursion will take into account of the availability and types of foods. Families will be informed of any food products that may be consumed on an incursion or excursion and families will be given the option to supply their child with their own food.

It is a requirement of enrolment at Hungarian Community School, Adelaide Inc. that parents disclose any known allergies or food intolerance(s). If a student has a food intolerance, all efforts by the school will be made to ensure the student does not receive food with the substance that the child is intolerant to. Parents are required to complete the Permission to Give Food Treats to identify foods that a student may have.

Diabetes

Diabetes occurs when the body either does not make insulin or the insulin that is produced by the pancreas is not working properly. This leads to increased blood glucose levels which can lead to the development of diabetes. There are two main types of diabetes which this policy covers, Type 1 Diabetes and Type 2 Diabetes. For each type, a list of signs and symptoms and how to manage a Diabetic Episode has been outlined.

Type 1 Diabetes

Type 1 Diabetes is an auto-immune disease where the beta cells in the pancreas are destroyed and can no longer produce insulin to transport glucose from the blood into the cells of the body for energy. This causes the blood glucose levels to rise dramatically.

Symptoms of Diabetes 1

The symptoms of Type 1 Diabetes are often sudden and can be life threatening if not treated. The symptoms include:

- Extreme thirst
- Frequent urination
- Extreme fatigue
- Blurred vision
- Muscle cramps



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- Nausea
- Vomiting
- Constant hunger

Management of Type 1 Diabetes

Type 1 Diabetes is a life threatening condition which needs to be closely managed with daily care. Type 1 diabetes is managed by replacing the insulin the body can no longer make. Insulin is given by injection or by using an insulin pump. Students who need to monitor their Blood Glucose Levels during school hours are required to complete a Medication Authority Form and a Diabetes Management Plan. Students will be provided with a private location so that they can check their Blood Glucose Levels and administer any medication.

Physical Activity for Type 1 Diabetes

Exercise can affect blood glucose levels in students with Type 1 Diabetes, in two main ways. Hypoglycaemia (Low Blood Glucose) is more likely to occur with exercise than Hyperglycaemia (High Blood Glucose). Students will be asked to monitor their glucose levels, before, during and after any physical activity. Parents will be informed of any physical activity that has been undertaken during school hours so they can monitor Blood Glucose levels at home.

Type 2 Diabetes

Type 2 Diabetes is a progressive condition in which the body becomes resistant to the normal effects of insulin and/or gradually loses the capacity to produce enough insulin in the pancreas

Symptoms of Type 2 Diabetes

In Type 2 Diabetes, many people do not have symptoms at all. The symptoms of Diabetes 2 include:

- Being excessively thirsty
- Passing more urine
- Feeling tired and lethargic
- Always feeling hungry
- Having cuts that heal slowly
- Itching, skin infections
- Blurred vision
- Gradually putting on weight
- Mood swings
- Headaches
- Feeling dizzy
- Leg cramps

Management of Type 2 Diabetes

Type 2 Diabetes can be managed through lifestyle modifications and medications.

Diabetes Management Plan

Each student with Diabetes at Hungarian Community School, Adelaide Inc. must have a Diabetes Management plan. The Diabetes Management Plan must be completed by a medical practitioner. The Diabetes Management Plan will be followed in the event of an incident with a student who has diabetes.



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It is the responsibility of the parents to ensure that all equipment needed by the school to support their child is supplied to Hungarian Community School, Adelaide Inc. and re-stocked when required. All equipment must be clearly labelled with the student's name. For students with Type 1 Diabetes, a hypo kit is required and Hungarian Community School, Adelaide Inc. recommends that parents use zip-lock bags to ensure measured jelly beans can be quickly given to a student if they are having a hypo.

Epilepsy

Epilepsy is a disorder of brain function that takes the form of recurring convulsive or non-convulsive seizures. Epilepsy is not just one condition; rather it is a diverse family of disorders comprising many seizure types

Generally, seizures fall into two categories: primary generalised seizures and focal seizures. Seizures can be caused by certain factors including:

- Alcohol
- Diet
- Infection and illness
- Lack of sleep
- Menstruation
- Missed medication
- Photosensitivity
- Severe changes in temperature
- Stress

Managing Epilepsy

Epilepsy can be successfully treated with antiepileptic medications. A person may have an increase in seizures if that person misses a dose of their medication. Many people on antiepileptic medication experience difficulty with their short term memory.

A person with epilepsy may be at risk of injury as a result of their seizure. When assessing epilepsy related risks, Hungarian Community School, Adelaide Inc. will implement appropriate and practical strategies in managing the risk and ensure an accurate understanding of the persons condition.

In the event of a person having a seizure at school the following procedures will occur:

Tonic Clonic Seizures

During a tonic clonic seizure a person's body stiffens and they fall to the ground. Their limbs then begin to jerk in strong, symmetrical, rhythmic movements. The person may dribble from the mouth, go blue or red in the face, and occasionally lose control of their bladder/bowel.

Although this type of seizure can be frightening to watch, the seizure itself is unlikely to seriously harm the person having the seizure. They may however vomit or bite their tongue and can sometimes injure themselves if they hit nearby objects as they fall or convulse. The seizure generally stops after a few minutes. At this time the person is usually confused and drowsy. They may have a headache and want to sleep. This drowsiness can last for a number of hours.

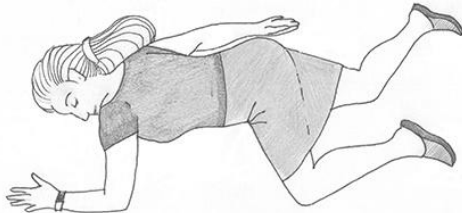
First Aid for Tonic Clonic Seizures:

- Stay calm and remain with the person
- Time the seizure
- Protect from injury - remove any hard objects from the area

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- Protect the head – place something soft under their head and loosen and tight clothing
- Gently roll the person on their side as soon as possible to do so and firmly push the angle of the jaw forward to assist with breathing.



- Stay with the person until the seizure naturally ends and calmly talk to the person until they regain consciousness
- Reassure the person that they are safe and that you will stay with them until they recover.
- Call an ambulance if
 - The seizure lasts for more than **5** minutes or a second seizure quickly follows.
 - The person remains unresponsive for more than **5** minutes after the seizure stops.
 - The person is having a greater number of seizures than is usual for them.
 - The person is injured goes blue in the face or has swallowed water .
 - The person is pregnant.
 - You know, or believe it to be, the person's first seizure.
 - You feel uncomfortable dealing with the seizure at the time.

Do NOT

- Restrain the persons movements
- Place anything in the mouth
- Give the person water, food, or pills.

Focal Seizures

With this type of seizure the person may appear unresponsive and confused as their consciousness is impaired. Automatic movements such as smacking of the lips, wandering, or fumbling movements of the hand may be present. He or she may display inappropriate behaviour that may be mistaken for alcohol/drug intoxication or psychiatric disturbance.



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First Aid for Focal Seizures

- During a focal seizure you may need to gently guide the person past obstacles and away from dangerous places.
- As the seizure finishes, calmly talk with the person as they regain awareness and ask if they are OK.
- Reassure the person that they are safe and that you will stay with them while they recover.

Call an ambulance - 000 - if:

- The seizure activity lasts **5** or more minutes or a second seizure quickly follows.
- The person remains non-responsive for more than **5** minutes after the seizure stops.
- The person is having a greater number of seizures than is usual for them.
- The person is injured, goes blue in the face or has swallowed water.
- The person is pregnant.
- You know, or believe it to be, the person's first seizure.
- You feel uncomfortable dealing with the seizure at the time.

Absence Seizures

An absence seizure causes loss of awareness for a brief period. The person stares vacantly, the eyes may drift upwards and flicker. It may be mistaken for daydreaming.

First Aid for absence seizures

- Recognize that a seizure has occurred.
- Reassure the person, and
- Repeat any information that may have been missed during the seizure

The above information is from Epilepsy Australia: <http://www.epilepsyaustralia.net/seizure-first-aid/>

Accidents

Children's physical development and coordination generally improves with age. Hungarian Community School, Adelaide Inc. recognises that students may have minor accidents that will require minimal first aid treatment. As part of the enrolment procedures at Hungarian Community School, Adelaide Inc. parents or carers consent to the following:

- Authorise for the Nominated Supervisor or other staff at the service to administer general first aid products as per the manufacturer's recommendations

In the event of a major or critical injury or accident the following procedures will occur. As part of the enrolment procedures at Hungarian Community School, Adelaide Inc. parents or carers consent to the following:

- Agree if an emergency occurs, the Nominated Supervisor or other staff may administer emergency first aid and call an ambulance without making contact with me, and acknowledge staff will notify me as soon as possible.
- Staff at Hungarian Community School, Adelaide Inc. seeking or where appropriate administering any medical treatment from a registered medical or dental practitioner,



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hospital, or ambulance service (including transport to a hospital) that is reasonably required and that I will reimburse any expense incurred by the school should this happen.

- Authorise the staff to administer a single dose of paracetamol (Panadol) appropriate to the child's age in the event of a high temperature if staff have been unable to organise someone to collect the child, or when the person collecting the child will take longer than staff believe is a safe time frame.

Medication

Hungarian Community School, Adelaide Inc. acknowledges that some students will require regular doses of medication in order to treat a disclosed medical issue. As part of the enrolment procedures at Hungarian Community School, Adelaide Inc. parents or carers consent to the following:

- staff administering medication if so requested by me in writing using the appropriate Medication Authority form, (but recognise all medication administered at the school will only be given if the medication has been prescribed by a registered medical practitioner, from its original container, bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use by date; and the medication must be administered in accordance with any instructions attached to the medication; and any written instructions provided by a registered medical practitioner).

If the above is not adhered to, staff at Hungarian Community School, Adelaide Inc. will not administer any medication to any student under any circumstances. If a student needs to take medication during school hours the school must be informed. A Medication Authority form must be completed.

Medical Action Plan

If a family has indicated that a student has one of the following conditions then each family must supply the school with a medical action plan.

- Epilepsy or seizures
- Diabetes
- Asthma
- Anaphylaxis
- Heart Condition
- Joint Condition

It is the responsibility of parents/carers to update the Hungarian Community School, Adelaide Inc. of any changes to the medical action plan or if a student has developed one of the above conditions.

Communicating Expectations

The Hungarian Community School, Adelaide Inc. Medication, Accident and First-Aid Policy will be made available to all families and students upon enrolment to the school. As part of the enrolment procedures, students and parents are required to disclose and serious medical issues and if applicable supply the school with a medical action plan that outlines requirements of dealing with a critical medical incident or emergency. The Medication, Accident and First-Aid Policy will also be available through the schools website.



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Responsibilities

It is the responsibility of the Principal to:

- Ensure all staff are informed of the Medication, Accident and First-Aid Policy
- Ensure all staff are aware of students who required regular medication (e.g. for the treatment of diabetes or epilepsy), have allergies and/or anaphylaxis.
- Ensure all medical assist plans are stored securely and any information collected on medical forms are kept confidential
- Understand and apply allergy aware practices
- Seek medical assistance in the case of a critical medical incident
- Complete a medical incident form

It is the responsibility of Staff to:

- Ensure they are familiar with the Medication, Accident and First-Aid Policy
- Understand and apply allergy aware practices
- Seek medical assistance in the case of a critical medical incident

It is the responsibility of Students to:

- Inform a staff member if they feel unwell, and/or have injured themselves
- Inform a staff member if they have seen an accident and/or another student injure themselves
- Understand and apply allergy aware practices
- Do not partake in risk taking activities that may cause injury to themselves or to others

It is the responsibility of Parents/Carers to:

- Providing the school with up-to-date medical treatment plans for children who have a known medical issue that requires ongoing monitoring and/or treatment
- Provide the school with a list of medications that a child is currently taking
- Inform the school of any recent medical treatment that may affect their child's performance or restrict participation and/or involvement in learning experiences offered by the school.

Other Relevant Documents

The Hungarian Community School, Adelaide Inc. Medication, Accident and First-Aid Policy should be considered in conjunction with the following documentation:

Asthma Australia: <https://www.asthmaaustralia.org.au/sa/about-asthma/asthma-emergency>

Australasian Society of Clinical Immunology and Allergy (June 2015); Anaphylaxis: Information for Patients, Consumers and Careers. www.allergy.org.au

Australasian Society of Clinical Immunology and Allergy (January 2014); Food Intolerance: Information for Patients, Consumers and Careers. www.allergy.org.au

Australasian Society of Clinical Immunology and Allergy (January 2010) What is an Allergy? Information for Patients, Consumers and Careers. www.allergy.org.au



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National Diabetes Service Scheme - Diabetes Australia (June 2016); Understanding Type 1 Diabetes: <https://www.diabetessa.com.au/images/stories/pdf/NDSS/Information-Sheets/understanding-type-1-diabetes.pdf>

Epilepsy Australia; Information <http://www.epilepsyaustralia.net/epilepsy-explained/>

St John First Aid: First Aid Fact Sheets: <https://www.stjohnsa.com.au/how-we-help/public-access-resources/first-aid-fact-sheets>

SA Health; (17th November 2016); Environmental Hygiene: Safe Handling of Waste. Government of South Australia
<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/clinical+resources/clinical+topics/healthcare+associated+infections/prevention+and+management+of+infections+in+healthcare+settings/environmental+hygiene+in+healthcare>

Safe Work Australia (March 2015) First Aid in the Workplace Code of Practice
http://www.safework.sa.gov.au/uploaded_files/CoPFirstAidWorkplace.pdf

National Health and Medical Research Council (October 2010); Australian Guidelines for the Prevention and Control of Infection in Health Care (2010) B1.3.3 Disposal of Single Use Sharps. Australian Government. <https://www.nhmrc.gov.au/book/australian-guidelines-prevention-and-control-infection-healthcare-2010/b1-3-3-disposal-single-u>



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Anaphylaxis Management Form

When completing this form please seek your medical practitioner's advice.

The following information is required to assist in the proper management of your child's Anaphylaxis. Please complete and return to the school with a medical plan from your medical practitioner.			<i>Place photograph of the student. This will assist staff identifying your child in the event of an Anaphylaxis attack.</i>
Student's name:			
Date of Birth:			
Usual signs of Anaphylaxis			
<input type="checkbox"/> Wheezing	<input type="checkbox"/> Chest tightness	<input type="checkbox"/> Coughing	
<input type="checkbox"/> Difficulty breathing	<input type="checkbox"/> Difficulty speaking	<input type="checkbox"/> Dizziness	
<input type="checkbox"/> Hives	<input type="checkbox"/> Rash	<input type="checkbox"/> Swelling	
<input type="checkbox"/> Other:			
Usual medical regime or program to be followed in the event of Anaphylaxis:			
Name of Medication:		Method:	
Dose:		Frequency/time to be taken:	
Does your child require assistance to take their medication <input type="checkbox"/> Yes <input type="checkbox"/> No			

Has your child been admitted to hospital due to Anaphylaxis in the past 12 months? Yes No

Has your child ever suffered sudden severe Anaphylaxis requiring hospitalisation? Yes No

Important Notes

If you have answered "yes" to the above questions then a letter from your child's doctor must accompany this form, outlining the personal Anaphylaxis Action Plan.

I declare that the information provided on this form is complete and correct.

I acknowledge that in the event of a crisis situation emergency services will be called and that I will pay any costs incurred

Parent/guardian: _____

Phone contact(s): _____

OR _____

Signature: _____

Date: _____

Privacy Disclaimer

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HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Asthma Management Form

When completing this form please seek your medical practitioner's advice.

The following information is required to assist in the proper management of your child's Asthma. Please complete and return to the school with a medical plan from your medical practitioner.		<p><i>Place photograph of the student. This will assist staff identifying your child in the event of an Asthma attack.</i></p>
Student's name:		
Date of Birth:		
Usual signs of Asthma		
<input type="checkbox"/> Wheezing	<input type="checkbox"/> Chest tightness	<input type="checkbox"/> Coughing
<input type="checkbox"/> Difficulty breathing	<input type="checkbox"/> Difficulty speaking	
<input type="checkbox"/> Other:		
Usual medical regime or program to be followed in the event of Asthma Attack:		
Name of Medication:		Method:
Dose:		Frequency/time to be taken:
Does your child require assistance to take their medication: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signs of worsening Asthma:		
Medication and treatment to be used during worsening Asthma:		
List any known Asthma triggers:		

Has your child been admitted to hospital due to Asthma in the past 12 months? Yes No

Has your child been on oral cortisone for Asthma within the past 12 months? (e.g. Prednisolone, Cortisone, Betamethasone etc) Yes No

Has your child ever suffered sudden severe Asthma attacks requiring hospitalisation? Yes No

Important Notes

If you have answered "yes" to the above questions then a letter from your child's doctor must accompany this form, outlining the personal Asthma Action Plan.



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Asthma Management Form

I declare that the information provided on this form is complete and correct.

I acknowledge that in the event of a crisis situation emergency services will be called and that I will pay any costs incurred.

I agree to the following first aid procedures to be carried out in the event of an Asthma Attack.

Parent/guardian: _____

Phone contact(s): _____

OR _____

Signature: _____

Date: _____

Asthma Management Plan

1 Sit the person upright — Be calm and reassuring — Do not leave them alone	
2 Give 4 separate puffs of blue/grey reliever puffer — Shake puffer — Put 1 puff into spacer — Take 4 breaths from spacer Repeat until 4 puffs have been taken Remember: Shake, 1 puff, 4 breaths <small>OR Give 2 separate doses of a Bricanyl inhaler (age 6 & over) or a Symbicort inhaler (over 12).</small>	
3 Wait 4 minutes — If there is no improvement, give 4 more separate puffs of blue/grey reliever as above <small>(OR give 1 more dose of Bricanyl or Symbicort inhaler.)</small>	
4 If there is still no improvement call emergency assistance (DIAL 000) — Say 'ambulance' and that someone is having an asthma attack. — Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives <small>(OR 1 dose of Bricanyl or Symbicort every 4 minutes — up to 3 more doses of Symbicort.)</small>	

Call emergency assistance immediately (DIAL 000)

- If the person is not breathing
- If the person's asthma suddenly becomes worse, or is not improving
- If the person is having an asthma attack and a reliever is not available
- If you are not sure if it's asthma
- If the person is known to have Anaphylaxis - follow their Anaphylaxis Action Plan, then give Asthma First Aid.

Blue/grey reliever medication is unlikely to harm, even if the person does not have asthma

Source: <https://www.asthmaaustralia.org.au/sa/about-asthma/resources>

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HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Diabetes Management Form

When completing this form please seek your medical practitioner's advice.

The following information is required to assist in the proper management of your child's Diabetes. Please complete and return to the school with a **medical plan from your medical practitioner.**

Student's name: _____

Date of Birth: _____

Place photograph of the student. This will assist staff identifying your child in the event of a diabetic episode.

Usual signs of Hypo

<input type="checkbox"/> extreme thirst	<input type="checkbox"/> fatigue	<input type="checkbox"/> blurred
<input type="checkbox"/> Pale	<input type="checkbox"/> hungry	<input type="checkbox"/> sweating
<input type="checkbox"/> weak	<input type="checkbox"/> confused	<input type="checkbox"/> aggressive
<input type="checkbox"/> Other:		

I _____ consent to the following treatment if my child displays symptoms of a hypo:

- Give sugar (jelly bean)
- Give sugar (sweet drink)
- Continue to give sugar every 15 minutes until recovered
- Provide sandwich or other food
- Call 000
- Other:

Usual signs of a Hyper

<input type="checkbox"/> Thirsty	<input type="checkbox"/> Frequent need to urinate	<input type="checkbox"/> Hot dry skin	<input type="checkbox"/> Smell of acetone on breath
----------------------------------	---	---------------------------------------	---

I _____ consent to the following treatment if my child displays symptoms of a hyper:

- Give water
- Call 000
- Other:

Medication and Equipment:

Type of Medication	
When is Medication to be administered	
Dose Required	
How often does your child need to check their Blood Glucose Levels/Insulin Levels?	
Does your child require assistance to take their medication <input type="checkbox"/> Yes <input type="checkbox"/> No	



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Emergency Contact Details:

In the event of your child having trouble managing their diabetes, the following people are to be contacted

Emergency Contact 1:			
Name:		Phone Number:	
Mobile Phone:		Relationship to Student:	
Emergency Contact 2:			
Name:		Phone Number:	
Mobile Phone:		Relationship to Student:	
Medical Practitioner:			
Doctor's Name:		Phone Number:	

I declare that the information provided on this form is complete and correct.

I acknowledge that in the event of a crisis situation emergency services will be called and that I will pay any costs incurred

Parent/guardian: _____

Phone contact(s): _____

OR

Signature: _____

Date: _____

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HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Epilepsy Management Form

When completing this form please seek your medical practitioner's advice.

The following information is required to assist in the proper management of your child's Epilepsy. Please complete and return to the school with a medical plan from your medical practitioner.		<p><i>Place photograph of the student. This will assist staff identifying your child in the event of a seizure.</i></p>
Student's name:		
Date of Birth:		
Medication		
Type of Medication:		
When is Medication to be administered:		
Does Required:		
Does your child require assistance to take their medication <input type="checkbox"/> Yes <input type="checkbox"/> No		

Emergency Contact Details:

In the event of your child having a seizure, the following people are to be contacted:

Emergency Contact 1:			
Name:		Phone Number:	
Mobile Phone:		Relationship to Student:	
Emergency Contact 2:			
Name:		Phone Number:	
Mobile Phone:		Relationship to Student:	
Medical Practitioner:			
Doctor's Name:		Phone Number:	

I declare that the information provided on this form is complete and correct.

I acknowledge that in the event of a crisis situation emergency services will be called and that I will pay any costs incurred

I agree to the following first aid procedures to be carried out in the event that my child has a seizure



The Ethnic Schools Association
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HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

SEIZURE FIRST AID

Tonic Clonic Seizure

Convulsive seizure with loss of consciousness, muscle stiffening, falling, followed by jerking movements.

- 1 Time the seizure.
Protect from injury, quickly remove any hard objects that could cause injury.
Protect the head as best you can - place something soft under the head.
Do not attempt to restrain the person or to stop the jerking.
Do not put anything in the mouth.

- 2 Gently roll the person onto one side as soon as it is practical to do so. This will help keep the airway clear.
Stay with the person until the seizure ends naturally.

- 3 Calmly talk to the person until they regain consciousness. Let them know where they are, that they are safe and that you will stay with them while they recover.



Focal Dyscognitive Seizure

Non-convulsive seizure with outward signs of confusion, unresponsiveness or inappropriate behaviour. Can be mistaken for alcohol or drug intoxication.

- During a focal dyscognitive seizure you may need to gently guide the person past obstacles and away from dangerous places.
- As the seizure finishes, calmly talk to the person and ask if they are OK.

In the event of a seizure follow instructions in the individual's seizure care plan. However if you do not know the person, or there is no seizure care plan:

Call an ambulance – 000

- ✓ If the seizure lasts more than **5 minutes** or a second seizure quickly follows.
- ✓ If the person remains non-responsive for more than **5 minutes** after the seizure stops.
- ✓ If the person is having a greater number of seizures than is usual for them.
- ✓ If the person is injured, goes blue in the face or has swallowed water.
- ✓ If the person is pregnant.
- ✓ You know, or believe it to be, the person's first seizure.
- ✓ You feel uncomfortable dealing with the seizure.

1300 852 853

epilepsy
AUSTRALIA

This information is made available as a guide only on the understanding that Epilepsy Australia Ltd shall have no liability arising by reason of any person using or relying on the information and whether caused by reason of any error, negligent act omission or misrepresentation in the information or otherwise.

Source: <http://www.epilepsyaustralia.net/seizure-first-aid/>

Parent/guardian: _____

Phone contact(s): _____

OR _____

Signature: _____

Date: _____

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The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Permission to Give Food Treats

Hungarian Community School, Adelaide Inc. likes to reward students for positive behaviours, strong academic results, being a positive role model or for assisting staff. The Hungarian Community School, Adelaide Inc. uses a variety of methods to reward students. On occasions teachers may wish to reward students by providing a food treat. Hungarian Community School, Adelaide Inc. acknowledges that families may not wish for their child to receive any food that they have not prepared or purchased themselves.

Please complete the consent form below and return to Hungarian Community School, Adelaide Inc.

By giving permission for your child to receive any of the following food items, you acknowledge that your child has no known food allergies or food intolerances.

I give permission, for my child to receive the following food treats:

- Ice-blocks (non-dairy frozen ice-blocks)
- Ice-creams (dairy based frozen treats that may contain cream, yoghurt or other dairy products)
- Lollies (snakes, chews, mixed lollies etc.)
- Chocolates (Freddo frogs, chocolates without nuts)
- Cake or cupcakes (may contain gluten, dairy, eggs or animal products)
- Fruit
- Pizza
- Other: _____

Or

- I do not wish my child to receive food treats

Student Name: _____

Parent Name: _____

Parent's Signature: _____

Date: _____



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Medication Authority Form
CONFIDENTIAL

Name of child/student/client _____ Date of birth _____

Family name (please print) _____ First name (please print) _____

MedicAlert Number (if relevant) _____ Date for next review _____

Allergies _____

Note: Medication authorities can be endorsed by the following: medical practitioners (GPs and/or specialists), dentists, ophthalmologists, nurse practitioners, pharmacists

Please:

- Complete all sections of this form. **This is a single-medication sheet.** Please use a separate form for each medication.
- This medication form is appropriate for both **long term and short term** medication e.g. Antibiotics
- Schedule medication outside care/school hours wherever possible
- Be specific: **As needed** is **not** sufficient direction for staff — they need to know exactly when medication is required
- Nominate the simplest method. **For example: Oral or 'puffer' medication is easier to arrange than a nebuliser.**

Please note that education and child/care and community services workers:

- accept only medication which has been ordered by an authorised prescriber and is provided in a fully labelled pharmacy container
- do not monitor the effects of medication as they have no training to do this
- are instructed to seek emergency medical assistance if concerned about a person's behaviour following medication.

MEDICATION INSTRUCTIONS		TIME
<i>(please print clearly)</i>		<i>please tick administration time(s)</i>
Medication name <i>(include generic name)</i>		<input type="checkbox"/> 07 – 08.30 am <input type="checkbox"/> 09 – 10.30 am <input type="checkbox"/> 11 – 12.30 am <input type="checkbox"/> 01 – 02.30 pm <input type="checkbox"/> 03 – 04.30 pm <input type="checkbox"/> 05 – 06.30 pm <input type="checkbox"/> 07 – 08.30 pm <input type="checkbox"/> Overnight <input type="checkbox"/> Other <i>(if medically necessary)</i> <i>Please specify:</i>
Form <i>(e.g. liquid, tablet, capsule, cream)</i>	Route <i>(e.g. oral, inhaled, topical)</i>	
Strength	Dose	
Other instructions for administration		
Start/finish date <i>(if appropriate)</i> _ from to		<div style="border: 1px solid black; padding: 5px; width: fit-content;"> The flexibility in times allows planning around activities </div>

Please note:

- Young children (e.g. junior primary age) are generally supervised when they take their oral/puffer medication
- Wherever possible, safe self-management is encouraged.

Please advise if this person's condition creates any difficulties with self-management; for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment (e.g. puffer and spacer).



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

This plan has been developed for the following services/settings: *

- | | |
|---|--|
| <input type="checkbox"/> School/education | <input type="checkbox"/> Excursions/Incursions/Short Walks |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Other (<i>please specify</i>) |

AUTHORISATION AND RELEASE

Authorised prescriber _____ Professional role _____

Address _____

_____ Telephone _____

Signature _____ Date _____

I have read, understood and agreed with this plan and any attachments indicated above.

I approve the release of this information to supervising staff and emergency medical personnel.

Parent/guardian

or adult student/client _____ Signature _____ Date _____

Family name (please print)

First name (please print)

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