



6. City of Sydney Policy Training - Module 3

Fuel Gauge	City of Sydney Policy Training
Target Country	✓
Target Location	✓
Target Group	✓
Instructions	Please complete the City of Sydney Policy training module 3
Pass Mark	100%
Active	✓
Mandatory	✗
Test Refresh	✗
Attached Content	PDF Document: Module_3_Key_points_updated_on_23_April_2015.pdf
Template	YBurbiaWhite

Slide 1

Introduction

Welcome to the third module of this policy training. This module has 2 parts. In the first part you will be able to read key points from the policies. You will then be asked some questions to assist your understanding.

This module takes approximately 15 minutes.

Slide 2

Which of the following are reflected in the Administration of Medication policy?

- ✓ **Answer 1:** The Administration of Medication Record is to be fully and accurately compiled ensuring parents/guardians/authorised persons complete relevant section.
- ✓ **Answer 2:** A YMCA NSW Incident Report is to be completed when medication is administered.
- ✓ **Answer 3:** Any medication can only be administered as prescribed by medical practitioners.
- ✓ **Answer 4:** Mandatory current First Aid qualifications for those administering medications.
- ✓ **Answer 5:** Set guidelines for administering medication are to be followed.
- ✓ **Answer 6:** Explicit written permission is required from parent/guardian/approved adult prior to administering.



Slide 3

Scenario #1:

Absolom is a Swim Coach with a current First Aid certificate. One of his new Tuesday squad members has asthma. He has received the Asthma Action Plan. What will Absolom now do with the document?

- ✔ **Answer 1:** Copy it and display the copy prominently for all team members' reference
- Answer 2:** File it confidentially in a secure location
- Answer 3:** Keep it with the child's enrolment form

Slide 4

Scenario #2:

Dimity is a Swim Coach and during school holidays, she runs an activity program for 8 to 12 year-olds.

On signing in, a mother tells Dimity that her 9-year-old daughter needs to have her prescribed antibiotics at lunchtime.

For the above situation, refer to the relevant policies and procedures. Go to the next page to answer the questions.





Slide 5

The medicine needs to be in its original container with label intact - bearing person's name, prescribing medical practitioner's name, dosage, instructions and expiry date.

✔ **Answer 1:** True

Answer 2: False

Slide 6

The authorised team member (First Aid qualified) verifies the correct dosage with another team member prior to it being administered.

✔ **Answer 1:** True

Answer 2: False

Slide 7

If a child or adult develops signs of what appears to be an allergic reaction/anaphylaxis or an asthma attack, is it true or false to provide treatment without delay regardless of the severity of the reaction?

✔ **Answer 1:** True

Answer 2: False



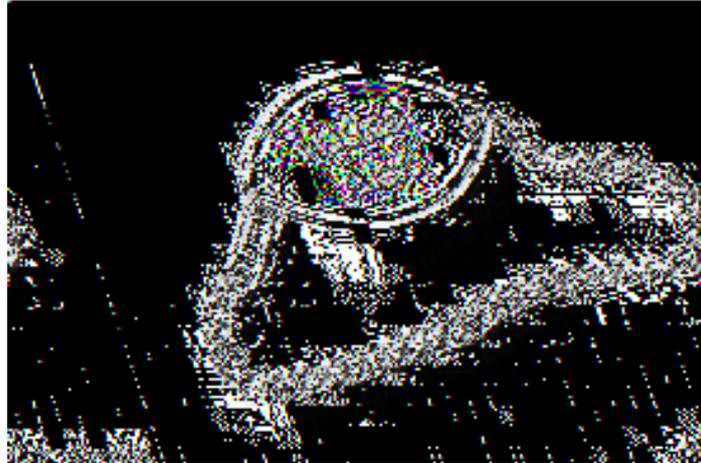
Slide 8

Scenario #3:

Johnny attends the gym as part of his school sport program. He has been recently diagnosed with diabetes and wears a Medi Alert bracelet but his parents have not supplied the YMCA with a Medical Management Plan.

During a session Johnny fell to the floor. Keith the Gym Instructor hurried to Johnny who was unconscious, Keith saw the bracelet.

Go to the next page to answer the questions.



Slide 9

What are the steps Keith needs to take to care for Johnny? (Part I)

- ✔ **Answer 1:** Follow DRSABCD (Danger/Response/Send for Help/Airway/Breathing/CPR/Defibrillation)
- ✔ **Answer 2:** Give nothing by mouth
- Answer 3:** Sit him up
- ✔ **Answer 4:** Contact emergency service/ dial 000

Slide 10

What are the steps Keith needs to take to care for Johnny? (Part II)

- ✔ **Answer 1:** Inform management of incident
- Answer 2:** Loosen all clothing and remove what he can
- ✔ **Answer 3:** Complete Incident Report Form



Slide 11 Does non-prescription medication need to be authorised by a medical practitioner and have an accompanying letter of authority?

✔ **Answer 1:** Yes

Answer 2: No

Slide 12 What needs to take place in a medical emergency?

✔ **Answer 1:** Complete YMCA NSW Incident Report

✔ **Answer 2:** Contact parents/guardians/emergency contacts

Answer 3: Inform every team member

✔ **Answer 4:** Advise management

Slide 13 Scenario # 4:

Trini is a Pool Lifeguard and was talking to her colleagues about the procedure for managing a seizure epilepsy. From the following list, indicate the correct steps for Trini to take:

✔ **Answer 1:** Follow DRSABCD (Danger/Response/Send for Help/Airway/Breathing/CPR/Defibrillation)

✔ **Answer 2:** If the person is unknown, always call 000 for an ambulance

Answer 3: Restrain patient during a seizure

✔ **Answer 4:** Contact parents/guardians/emergency contacts



Slide 14

Continue- Scenario # 4:

Further to the previous scenario, Trini was talking to her colleagues about the procedure for managing a seizure. From the following list, indicate the correct steps for Trini to take:

- Answer 1:** Place a solid object in patient's mouth to prevent them biting their tongue
- Answer 2:** Inform management of incident
- Answer 3:** Complete Incident Report Form
- Answer 4:** If the patient is vomiting during the seizure, if possible, place them in to recovery position to maintain airways and call 000.