

Medical Issues Procedures



Purpose:

This document outlines the procedures for dealing with medical issues for students.

Scope:

This document applies to all students and covers school medical practices and issues as the school is responsible for all students at the time of arrival to school, to the time of departure.

Responsibilities:

- All staff, including ancillary, are responsible for the health and welfare of students
- The Principal will decide when to involve a doctor or ambulance.
- The school secretary is main person responsible for administering first aid, ensuring first aid supplies are current and recording systems are in place. The secretary is also responsible for supervising students in the medical room. Health agencies may be contacted when needs arise.
- Parents and caregivers are responsible for informing the school of health issues.

Guidelines:

Procedure for Managing Students who are Unwell

Parents and caregivers will be expected to keep their children at home if their child is, or appears, unwell. This expectation will be regularly communicated eg through the school newsletter.

At school:

1. Any student who is feeling unwell will report to the school office before being sent to the medical room.
2. The medical room will be supervised by the secretary who will assume responsibility for the care of all students who are sick.
3. The student's parents will be contacted immediately to take them home as soon as is practicable. Students are not to remain in the medical room for long periods of time.

Teachers will notify parents if they detect any general signs or symptoms indicating possible health problems in a student.

First Aid Supplies and Storage

First aid supplies will be regularly budgeted for and safe storage practices will be implemented. Parents of students with any specific conditions are encouraged to set up storage systems for specific medical needs.

First aid supplies are kept in the medical room, specific medications in an unlocked cupboard in the medical room. Ice packs are to remain in the staffroom freezer at all times.

First Aid Treatment and Recording

- Staff members on playground duty are responsible for attending to all accidents/injuries. Duty staff will carry band aids, wipes and disposable gloves. Gloves must be worn at all times when treating blood related injuries
- If, in the opinion of the duty staff member, an injury is sufficient to be seen by a doctor, they will inform the Principal or Deputy who will ensure the parent/s is contacted immediately (and the ambulance called if it is an emergency situation). If the parent or caregiver cannot be contacted, the school will be responsible for taking the student to the doctor or an ambulance will be called.
- Any first aid treatment or visits to doctor/hospital are to be recorded in the medical logbook, located in the medical room. Parents and the Principal are to be contacted in all circumstances involving an injury to the head.
- Minor injuries, often requiring a plaster, ice pack or such, do not need to be recorded. Teacher discretion is to be used. Advice can be sought from the school secretary or a member of the senior staff.
- All staff should hold a current first aid certificate or have attended first aid refresher courses, and have the basic knowledge to treat life-threatening illnesses that may occur in the classroom or playground eg asthma, diabetes, allergic reactions and convulsions. The Public Health Nurse will provide annual lessons in the use of EpiPens.

Specific conditions or allergies

Students with specific allergies or who require special attention are drawn to the attention of staff so that appropriate aid is made available. A photographic record of all students with specific medical conditions, along with their symptoms and medication/treatment, is to be displayed on the staffroom notice board.

A register of students with specific medical conditions will be given to the class teacher, as well as being kept in the secretary's office. Reliever's kits will also detail medical information. School staff will not administer prescription medicine at school unless there is written permission from the parents and the Principal of the school agrees to it.

Soiled Students

Staff will not wash or clean up soiled students. Parents/caregivers will be notified and asked to come to the school to clean them up or take them home to do so. If this is a regular occurrence (more than once a week) then parents and caregivers will be asked to keep their child at home until the child is consistently dry and clean. In this situation, the Public Health Nurse will be contacted to assist parents.

Communicable Diseases:

It is recognised that people with long term chronic communicable diseases are often healthy and are able to work and study.

Staff and students at any stage of infection with most communicable diseases do not pose a health risk to others in the school setting. Thus, employment/enrolment at school will not be affected in most cases.

The parent will inform the principal of any known communicable disease. Confidentiality of communicable disease status, of any member of the school community will be maintained at all times, within the terms of notifiable disease regulations.

School has in place safety and health procedures that are adequate to prevent disease transmission in the school setting. The Principal or Secretary will liaise with Regional Public Health Service personnel, and request assistance where necessary.

Document Control

Version	Status/change	Date
v1.0	Reviewed by Kilbirnie School principal	
v1.1	Formatted and minor editing	May 2017