introduction

Ballarat Clarendon College has these guidelines to ensure that the student and staff health and well-being are maintained at the highest levels within the school and all incidents are treated in accordance with the recommended government guidelines.

policy

Health Centre

Students and staff, who fall ill or become injured whilst at Clarendon, should present for assessment and/or treatment by the nursing or first aid staff.

- At the Sturt St Campus, the Health Centre is staffed by registered nurses throughout the school day and after school
- At the Mair St Campus, there are first aid qualified staff at the reception area. ELC staff members are also first aid trained. There is regular contact between the Health Centre and the first aid trained staff at Mair St. It is the responsibility of the first aid staff, in conjunction with the nursing staff to determine whether the person presenting requires additional medical treatment provided by a hospital.
- The Health Centre will ensure that all staff and volunteers are informed of any medical conditions that a child may have and the processes, practices and medical management plans that are in place to manage those medical conditions appropriately whilst the child is at school.

Medical Treatment

Should hospital treatment be advised for a student, under no circumstances should the student be transported to the hospital in a vehicle other than the school car, ambulance or taxi (please refer to Student Transport [Staff Vehicle] Policy). Clarendon staff will make every effort to contact the parents to ascertain their preference for hospital treatment. In the event the parents cannot be contacted, the student will be transported to the hospital most appropriate to the clinical condition. All costs incurred, including ambulance transport and the emergency facility fee, will be the responsibility of the parent or guardian.

Should hospital treatment be advised for a staff member, they should not drive themselves. They may be transported via taxi, ambulance or another staff member’s car (at their discretion). If in a position to do so, the staff member may decide upon where they are taken for treatment. If unable to do this, staff will be taken to the hospital most appropriate to the clinical condition. All costs incurred, including ambulance transport and the emergency facility fee, will be the responsibility of the staff member. If the injury is a result of a work-related incident, reimbursement may be claimed through WorkSafe.
Injury
Any person involved in an accident, incident or 'near miss’ is required to fill out an Incident/Accident Report or a Hazard Identification Form (available on the intranet or from the Health Centre) and return it to the Business Manager – Operations immediately.

In the event that a student requires medical treatment, a medical treatment form must also be completed. This treatment form will be held and filed in the Health Centre.

Medication Guidelines
The following guidelines have been set in the event that a student requires medication whilst at school, on a camp or at an excursion.

(a) All medications should be supplied in the original packaging, and clearly marked with the student’s name and expiry date of medication.

(b) During school days, medication should be handed as appropriate to the ELC staff, Junior School front office or the Health Centre. For school camps and/or excursions, medication should be given to an attending member of staff on the day of the activity, prior to leaving.

(c) Unless the parents/guardians have given prior written approval for the student to dispense their own medication, the staff member responsible at the camp and/or excursion, or the Health Centre/Junior School office staff will dispense medication. In approving a student to dispense their own medication, the age of the student and whether they normally self-administer their medication will be taken into consideration.

(d) For medication required regularly or for a particular illness (eg: migraines, allergies) parents/guardians will be required to complete a Medication Administration Consent Form and provide the specific medication required. This will enable the school staff to administer the medication when required.

(e) Parents are required to complete the online re-enrolment form for each student on an annual basis, which collects medical information for each student. Medication such as paracetamol, ibuprofen, aspirin etc, can only be administered if consent has been given on this form. If there is any change or developments in the student’s medical condition/illness during the year, it is the parents’ responsibility to update the student’s medical details and notify the Health Centre.

(f) Students requiring the use of inhalers must carry them with them at all times. At the ELC, inhalers are stored securely by the ELC staff and can be accessed quickly and easily should they be required.

(g) Any student who has moderate to severe asthma, diabetes, epilepsy, heart conditions, anaphylaxis, severe allergy or medical illness that may require specific treatment will be required to complete a separate Management Plan to provide clear instructions in the case of an emergency.

Supporting Documentation: 
Student Transport [Staff Vehicle] Policy
Incident/Accident Report Form
Hazard Identification Report Form
Medication Administration Form

Point of Contact: Health Centre
Responsibility of: Principal
Date of last review: June 2013
Date of next review: June 2014