

medical conditions, treatment and injury policy

introduction

Ballarat Clarendon College is implementing these guidelines to ensure that students 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.

medical conditions

The overall purpose of this policy is to facilitate the effective care and health management of children with asthma, allergies, anaphylaxis, diabetes and other medical conditions. All staff and volunteers will be made aware of medical management plans and treatments for children who may require emergency medication.

medical treatment

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

Sturt Street Campus - Health Centre

The Health Centre is staffed by registered nurses throughout the school day from 8.15am until 4pm.

Mair Street Campus

A registered nurse is in attendance at the Mair St campus each day, from 10am until 2.30pm. The reception office staff are first aid trained and monitor the sick bay outside these times, when they are also in contact with the Health Centre at Sturt St.

King Island

The King Island staff are first aid trained. There is a doctor and hospital on the island should any staff or students require medical attention. There is regular contact between the Health Centre and first aid trained staff on King Island.

Medical Information

Parents are required to complete the online enrolment for each student on an annual basis, which collects the medical information for each student. This information is used by staff to treat students on a daily basis, on excursion or on camp. 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 on Connect@Clarendon.

Any student who has 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.

procedure for managing unwell students at sturt st campus

During recess and lunch time

If a student feels unwell or is injured at recess or lunch they must see the Teacher on yard duty who will assess the student, if they feel that further treatment is required the student will be directed to report to the Health Centre.

During class time

The student if let out of class as they are unwell, should report immediately to the Health Centre and not to the school office.

Students going home

No student should ring parents/guardians from an office or their own mobile and organise to go home if they feel unwell. Any student who feels that they are unwell and think that they need to go home **MUST** present to the Health Centre to be assessed.

If students present to the office and state that they have already rung their parents/guardians to be collected, the student is to come with their belongings to the Health Centre and when the parent presents to the office they can be redirected to the Health Centre. The Health Centre staff will then reinforce that if the student becomes unwell they must present first to the Health Centre so that measures can be taken to assist the student and if able to allow them to return to class.

There may not always be two nurses on duty, so assistance from office staff to escort a student over to the Health Centre or mind a student until Health Centre staff can attend may be required at times.

procedure for managing unwell students at mair st campus

During recess and lunch time

If a student feels unwell or is injured at recess or lunch they must see the playground monitor for initial treatment. The playground monitor carries a first-aid kit and should treat minor injuries. If the playground monitor, after assessing the student, feels that further treatment is required the student will be issued with a 'Student Sickbay Pass'. Students then need to report to the front office and will be directed to the sick bay.

No student is to present to the front-office staff responsible for the sick bay without first seeing the playground monitor. Students who present without a pass will be sent back to the playground monitor to be assessed.

The office staff will assess students with Sick Bay Passes, apply appropriate first-aid management, administer medications or contact parents as deemed necessary.

During class time

Classrooms are provided with first-aid supplies for very minor injuries. In summer months medication for stings and bites is provided. There is a duty-of-care towards any student who is injured but it is also important to be mindful that not every injury requires first-aid treatment. Ice is not required for every injury and getting a student to rest and take in fluids can often be enough to help them feel better and able to continue.

Students should be accompanied to the Health Centre if they are unsteady on their feet or emotionally distressed

Students should not be walked to the Health Centre but the Health Centre called to attend if they are:

- Having an asthma attack
- Having a hypoglycaemic episode
- In an altered conscious state
- Having an allergic or anaphylactic reaction
- Post Seizure

first aid kits

Mair street campus

First-aid kits for the playground monitor are checked at the beginning of the school term. Playground monitors should return the bags to the Sick Bay for restocking during the term as needed. If extra stock is required, or the monitor would like additional first-aid supplies added to the kit, contact the Health Centre.

Sturt street campus

Each office has or is in close proximity to a first-aid kit which can be used in any situation where immediate attention is required.

medical injury

Medical Transportation

Student

Should hospital treatment be required for a student, students will be transported to the hospital. In an emergency, an ambulance will be called. If the situation does not require an ambulance, the student should be transported in the school car or a taxi. If neither of these options is possible, a staff member may take a student in their own car.

Clarendon staff will make every effort to contact the parents to ascertain their preference for hospital treatment. In the event that 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.

Staff

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 able to be claimed through WorkSafe.

Injury Documentation

An Incident/Accident Report (available on Connect@Clarendon) must be filled out for any employee, Ballarat Clarendon College student, contractor, volunteer or visitor who sustains:

- any injury involving the head, neck or genital area.
 - any injury that requires further treatment at a hospital.
 - any significant burn (heat or chemical).
 - any injury resulting from a bullying or suspicious situation.
 - any injury resulting from an Occupational Health & Safety issue.
 - any injury that may result in time lost or may occur medical costs, if to a staff member
- The report should be completed within 24 hours of the incident/accident occurring, submitted to the Business Manager- Operations.

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, within the expiry date and clearly marked with the student's name.
- (b) During school days, medication should be handed as appropriate to the ELC staff, Mair street front reception or the Health Centre at Sturt Street.
- (c) 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. The staff member responsible for camp and/or excursion will dispense the medication.
- (d) A student may be given permission to dispense their own medication if the parents/guardians request this to occur. In approving a student to dispense their own medication, the age of the student together with the type of medication and whether the student normally dispenses their own medication will be taken into consideration. The school will have the final say as to whether this can occur, taking into account the safety of all students. No student in the ELC will be given permission to self-administer medication.
- (e) Parents are required to complete the online enrolment form for each student on an annual basis. Parents are able to consent on the enrolment that they give permission for paracetamol and/or other non-prescription medication and if applicable prescribed medications to be administered by the school nursing staff or other designated staff if applicable.

(f) Students who require the use of puffers for asthma must carry them at all times. At the ELC, puffers are stored with the asthma care plan which can be easily accessed by the ELC staff if required.

(g) Students with anaphylaxis in years 5-12 carry their own Adrenaline Autoinjector (AAI) with them at all times. An additional AAI for each student with anaphylaxis on the Sturt street campus are provided by parents and held in the Health Centre. In the ELC AAIs for students with anaphylaxis are kept in each classroom, whilst at the Mair Street Campus AAIs are kept in the sickbay.

ELC

For the ELC, parents/guardians of children with an identified health care need, allergy or other relevant medical condition will, in addition to the other requirements set out in this policy and other policies relating to specific medical conditions, be required to meet with their child's ELC teacher in order to develop a risk-minimisation plan and a communications plan in accordance with regulation 90 of the Education and Care services National Regulations (2011).

Supporting Documentation:

Student Transport [Staff Vehicle] Policy
Incident/Accident Report Form
Hazard Identification Report Form
Medication Administration Form
Allergy Management Policy
Anaphylaxis Management Policy
Asthma Management Policy

Point of Contact:

Health Centre

Responsibility of:

Principal

Created:

August 2004

Date of last review:

March 2015

Date of next review:

December 2016