



HEALTH CARE POLICY & PROCEDURES

"The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies for registration for the school."

The welfare of students is the prime responsibility of each staff member. Care and attention must be taken at all times to ensure the well-being of the students in the school. Whilst this is the desire of the school, it is recognised that accidents will occur involving students.

The following procedures will be implemented when accidents occur.

Management of Sick Students

- Depending on the location of the incident, the staff member on duty will instruct the student on which department to obtain First Aid assistance.
- All resources in the First Aid cabinet in each department must be kept up to date and under lock and key.
- First Aid Cupboards and contents must be kept in an orderly, neat and clean condition.
- Ordering of supplies in order to maintain appropriate levels of all necessary items is the responsibility of the School Office after being informed by a representative from each Department.
- The School Office must keep medical records for all students up to date and record all incidents where first aid is administered.
- Student Management Plans for students with Asthma, Anaphylaxis, Diabetes and other conditions requiring close monitoring and supervision must be maintained and staff regularly in-serviced on the requirements for students with these conditions.
- Medications such as Ritalin, Dexamphetamine etc. or where students require regular doses of medications are not to be kept in student bags but must be administered by a qualified First Aid staff member, unless it is a High School student.
- Panadol and other low level pain relief medication such as Aspirin will only be given to students with parent permission (obtained by parent authorisation for each occurrence). Staff members will monitor the frequency of dosage for students who require Panadol and will record it in their school diary. If a concern arises, the parent/guardian must be notified.

The school has procedures in place to inform the school community of any health related issues in the school.

1. Parents are to be informed of any incident of Head Lice in the school.
2. Parents are to be informed of any incident involving highly contagious viruses in the school.



CONTACTING PARENTS

Parents are to be contacted in writing if any medication is given to their child/children at school. This can be done through the school diary system. Parents are also to be advised if any first aid is administered to their child/children.

Parents must be contacted before a child is taken to a medical facility, or they are in need of being taken to the hospital.

Sherwood Hills Christian School will never administer medication to a student without prior consent from the student's parents or guardians.

PROCEDURES FOR ADMINISTERING MEDICATION

- Make sure the school has been given permission to administer medication to the student via telephone or written note, and check what type of medication they are allowed to have.
- Record the amount given and the time administered in their school diary.

PROCEDURES FOR ADMINISTERING MEDICATION FROM HOME

- Whenever a child brings medication from home they are to inform the classroom teacher, and a letter from the parents should accompany the medication informing the classroom teacher of when and how much medication they are to take.
- In Primary and ABC the medication should be kept by the administering staff member. In High School the student keeps the medication themselves.
- When it is time for the student to take their medication they are to take it in the presence of a staff member. The staff member is to record in the diary, and the medication permission form, the amount and time at which the medication was taken.

PROCEDURES FOR ADMINISTERING FIRST AIDE

- If a student requests first aid it must be done in the presence of a same gender staff member. Whenever possible first aid should be administered by a staff member of the same gender.
- Ascertain how the child was injured, and whether any disciplinary action is required, eg. if the injury was caused by another student.
- Decide whether the injury requires the notification of the student's parents.
- Administer the necessary first aid, and check the student's progress as necessary.
- Record what first aid steps were taken on the Accident Report Form.
- Record what first aid steps were taken and why in the student's diary.
- An accident report form should then be filled out and placed in the Headmaster's office for signature and filling. An accident report form only needs to be filled out when the injury sustained warrants such action, and may require you to gather necessary information from the staff member who witnessed or reported the injury or accident.



PROCEDURES FOR OUTSIDE DUTY

- Be the first person to leave the classroom.
- Place yourself in the best position to be able to view all the students.
- If an injury or accident occurs that requires first aide, send the student or students to their classroom teacher, and they will take the necessary first aide steps, keeping within the first aide procedures already outlined.
- If a student or students sustain an injury that does not enable them to move or be moved, send a responsible student to the front office to ask them to inform the classroom teacher.
- Never leave your post when you are on duty.
- Do not read while on duty.
- Be vigilant.
- Be the last person to enter the classroom when the students are coming into the classroom.

PROCEDURES FOR USING AN ICE PACK

If a student requests or you administer an ice to a student the following procedures must be followed.

- Enquire as to the reason the student has requested the ice pack, or if you are the one administering first aid take the appropriate steps to ascertain the injury and then apply the ice pack if required.
- The ice pack should be applied by wrapping it in a wet cloth, and applying for 15 minutes every 2 hours the student is at school.
- Record the use of an ice pack in the student's diary with an explanation of the injury. If the explanation is lengthy give the parents a copy of the accident/incident report.
- Ensure the student is supervised while using the ice pack. They are not to be given one to use away from a staff member.
- Check on the student 15 minutes later and remove the ice pack.
- If at the time of administering first aid you believe an ambulance needs to be called; instruct the school office to call an ambulance.
- Once you have administered first aid and you believe the student need to be taken to the doctors; instruct the school office to contact one of the parents or guardians.
- Complete an accident report form and give the form to the front office.

The accident report forms can be found on the school server in the Staff-Forms folder on staff drive.

ACCIDENT REPORT FORM

Any critical or non-critical incident that requires first aide attention or medical (doctor) attention must be recorded on an accident report form.



Once a critical or non-critical incident has occurred the school office must be informed, and the student's parents may need to be contacted.

If medical attention is urgently needed then the school office must be contacted to call for an ambulance.

If a doctor's visit is required; the school office must contact the student's parents and ask that they come and take their child to the doctor.

At all times remember we have a duty of care for the students. After you report an accident on the forms provided, ensure that you follow up on what steps were taken after the student left your care.

The Headmaster is responsible for the updating of this policy document.