



Medical Care Policy

*This policy addresses issues in relation to:
Safe and Supportive Environment – Student Welfare 3.6.2*

(See also Policies on Asthma, Anaphylaxis Management and Duty of Care & Medical Care Guidelines)

Rationale

At Al-Faisal College, all students have the right to feel safe, and know that they will be attended to with due care when in need of first aid. School staff are expected to use good judgement at all times, particularly in first aid cases, to protect the health, safety and welfare of students.

Aims

1. Take reasonable steps to care for the health and wellbeing of students under the school's care.
2. Ensure that the school is in a reasonable position to:
 - a) provide first aid
 - b) provide temporary care when students become unwell at school
 - c) manage the administration of prescribed medications (asthma and diabetes) and health care procedures
 - d) deal with particular health care issues that arise in relation to individual students, including the development of individual health care plans (if appropriate).
3. Ensure staff are trained in first aid and maintain current first aid qualifications by liaising with First Aid Training providers.

Sick Bay Area / Medical Room

The sick bay / medical room is based in building A, level 1, beside the front office.

Responsibilities

School Assistant

It is the responsibility of the School Assistant to:

- maintain records and oversee renewal process of staff first aid qualifications



- administer first aid assistance to sick/injured students
- Refer sick (vomiting, presented twice in a day to sick bay) and injured students (suspected fracture) that are unable to remain at school to their primary caregiver for further care and recommend if further medical intervention is required.
- document in the first aid register: date, time, student's name, reason for visit, where and how incident occurred and what first aid was given.
- maintain general hygiene and disinfection of sick bay/medical room area
- ensure that a comprehensive supply of basic first aid materials are available in the medical room
- maintain first aid kits in science laboratory and preparation rooms and TAS staffroom
- provide portable first aid kits for playground duty, sport groups and excursions off campus
- maintain a confidential up-to-date register of all serious injuries and illnesses that require first aid
- inform staff of relevant first aid information where and when necessary
- provide staff with information regarding specific student conditions, that may be crucial or may have life threatening consequences with up-to-date individual Health Care Plans
- contact relevant agencies regarding student illnesses, which may include diabetes, asthma, and other government health agencies (school vaccinations)
- obtain information in relation to the administration of the medication (asthma, diabetes, epilepsy), including dosage, time of administration, method of administration and possible reactions/side effects
- ensure that the required medication (asthma, diabetes) be provided to the school for storage and administration
- supervise students whilst administering own medication (asthma, diabetes)
- ensure that medication (asthma, diabetes) is provided to the child as and when required
- keep a record of the time and dosage each time medication is taken by a student
- communicate individual health care plans to all staff members who have dealings with/responsibility for that student
- Liaise with NSW Health for student immunisation.
- Report all head and significant injuries to the Head of College
- contact the student's parents or guardian for all head and significant injuries and, if appropriate, contact emergency services



Refer to Medical Care Guidelines for school procedures and medical treatment.

Staff

It is the responsibility of staff to:

- take reasonable measures to protect students against risk of injury or harm which should reasonably have been foreseen
- inform assistant of any student's medical conditions disclosed
- attend first aid qualification courses as organised by Al-Faisal College-Campbelltown. Staff who are unable to attend, must organise own courses
- inform the school Assistant if first aid qualifications are due to expire
- take reasonable care for the health and safety of all persons in the workplace and to cooperate with the school to ensure the health and safety of others, including assisting in an emergency
- administer first aid when and where necessary

Parents / Guardians

It is the responsibility of parents / guardians to:

- provide all relevant medical information, including:
 - medical conditions or illnesses and their treatment;
 - medical history;
 - allergies (including food allergies) and possible reactions should exposure occur;
 - medications taken by the student (including possible reactions);
 - health professional contact details;
- cooperate with the school in relation to the health issues/conditions of their child
- inform the school of their child's health related needs
- liaise with the school and the child's health care practitioner in relation to any medical issues the child may face and forward relevant information from the child's medical practitioner to the school
- provide appropriate prescribed medication (asthma and diabetes) and instructions for use at the school



- provide updated medical information to the school as it comes to hand
- prepare appropriate plans for dealing with specific conditions of the student, if appropriate

Parental Consent to Medical Treatment

At enrolment, the school will seek consent and authority from parents to obtain medical advice and treatment for students while under the supervision of the school. The consent and authority will deal with any special requirements in relation to the medical treatment to be administered. In the occasions when the school is unable to contact a parent/guardian when a student is sick or injured, appropriate measures will be undertaken.

Implementation

- Staff members deal with minor injuries (where possible)
- Injuries of a serious nature are referred to the school Assistant or acting school nurse

Procedures for Dealing with Serious Illness/Injury

- DRSABCD if necessary. Use of first aid training
- Keep calm, reassure and comfort student
- Diffuse the situation by clearing the area of non-injured students – explain the situation and reassure
- Protect the student and others from further risk
- Assess injury without moving the student
- Send for assistance from school Assistant
- Give clear, concise and accurate information of the incident for assistance

The School Assistant contacts parents if it is necessary to send a student to hospital. In this case the parent is responsible for collecting their child.

In serious cases an ambulance will be called and the School Assistant, or a member of staff will accompany the student to hospital.

Notification Cards

Students who are hurt or ill during a lesson, are sent to the School Assistant with a sick bay pass, completed by the teacher.

Students who are hurt or ill during recess or lunch, are sent to the School Assistant with a first aid pass, issued by the teacher on duty.



If a student is seriously injured, or is suffering from an anaphylactic reaction, another staff member or student will be sent to the School Assistant with an emergency card to call for assistance.

Accident / Incident Reports

An accident/incident report will be completed for:

- accidents/incidents resulting in injury requiring the treatment/attention by the School Assistant including parents, children and visitors on school premises.
- accidents/incidents resulting in injury requiring treatment beyond that administered within the school including parents, children and visitors on school premises.

Excursions / Sport / Activities off School Premises

Staff responsible for organising extra-curricular activities must:

- complete an Excursion Proposal form;
- complete a risk assessment;
- be aware of medical conditions of students in their care, of possible complications and necessary procedures of illness/allergies or problems by having an individual Health Care and Risk Management Plan available or follow-up with the School Assistant;
- see the School Assistant prior to the activity/excursion to organise for a first aid kit (to be supplied and signed out);
- return the kit to the Assistant and sign back in once the activity/excursion has been completed.

Date of Policy:
January 2023

Proposed review date of
policy:
January 2024
*or earlier where amendments in
legislation require immediate policy
reviews*