



## Medical Risk Management Procedure (Families)

<b>Purpose:</b>	To assist the College community in understanding the Medical Risk Management Procedures	
<b>Scope:</b>	This policy applies to the College Community	
<b>Status:</b>	Approved	<b>Supersedes:</b> Procedure: General Medical Care Procedure: Sick Bay Procedure: First Aid
<b>Authorised by:</b>	Executive	<b>Date of Authorisation:</b> 08/06/2017
<b>References:</b>	<ul style="list-style-type: none"><li>• First Aid Policy</li><li>• Medical Risk Management Policy</li><li>• Medical Risk Management Staff Procedure</li><li>• Medical Risk Management Sick Bay Procedure</li><li>• Anaphylaxis Management Policy</li><li>• Off-Campus Activities Care of Students</li><li>• Off-Campus Call-Out Procedure</li><li>• Emergency First Aid Guidelines – Asthma, Epilepsy, Diabetes and Anaphylaxis</li></ul>	
<b>Review Date:</b>	Biennial	<b>Next Review Date:</b> 08/06/2019
<b>Policy Owner:</b>	Sick Bay Team Leader	

## **Implementation**

### **Student Medical Details**

At the time of enrolment and at the beginning of each school year parents/guardian are to complete/update a medical details form. It is essential that the details on this form are kept up-to-date as this information will be referred to in the event of illness or an accident. Should a student's details change during the year, this should be communicated in writing to the Sick Bay Attendant. Major changes impacting on staff care for a student must be documented by a doctor.

### **Responsibilities of Sick Bay Attendants/Assistants**

- Sick Bay Attendants/Assistants are responsible for the initial care of ill or injured students/staff/third parties by administering first aid in accordance with their approved training.
- A Sick Bay Attendant/Assistant attending to an injured or ill person must remain with them until no further treatment or assistance is required, or until the person is handed over to a parent/guardian or medical personnel, unless the Sick Bay Attendant's personal safety is at risk.
- Sick Bay Attendants/Assistants must recognise their limitations and only administer or carry out duties that have been included in their training except in an emergency when it may be necessary for them to follow a student's Individual Health Management Plan.
- Sick Bay Attendants/Assistants must ensure that Students are closely supervised in Sick Bay rooms.
- Sick Bay Attendants/Assistants must record all treatments administered to students in their Medical Chart in the College Database.
- Sick Bay Attendants/Assistants must generate an Incident Report for any injury or illness deemed to have required treatment more than basic first aid.

### **Others Administering First Aid**

- If a Sick Bay Attendant/Assistant is not immediately available to administer first aid in an emergency, other staff members may provide first aid providing that:
  - It is within their competence
  - They follow established College policies and procedures
  - They hand over as soon as the Sick Bay Attendant/Assistant, first aid certificate holder or medically qualified person is available.
- In cases of serious injury or illness, a teacher/staff member should call an ambulance without first calling the Sick Bay Attendant/Assistant. The Sick Bay Attendant/Assistant should be notified as soon as possible after the ambulance is called.

### **Students with Serious Medical Conditions (Eg. Diabetes, Asthma, Epilepsy, Anaphylaxis)**

- For students with life threatening conditions (Eg: Anaphylaxis, Epilepsy, Diabetes and/or Asthma), an *Individual Health Management Plan* (IHMP) must be completed by the students parent/guardian and reviewed by their Doctor. This plan will be accessible to staff at all times (via College database, printed copy kept in Sick Bay or printed copy/PDF to be taken on all Off-Campus activities as per Off-Campus Activities Care of Students Policy).

- The purpose of the IHMP is to ensure College staff are able to provide individually appropriate care to those students who have a life threatening condition.
  - The IHMP should include information regarding the student's diagnosed medical condition, the emergency treatment of said condition, and medications required to treat the condition, warning signs and symptoms and any limitations/guidelines for specific activities and must be approved by the student's doctor and signed and dated by the parent/guardian.
  - The IHMP will be sent to families at the commencement of each school year to be reviewed.
- A photograph of the student and brief details are displayed on the wall in the Sick Bay and in other discrete places throughout the College.

### **Medication for Emergency Treatment of Asthma, Anaphylaxis and Diabetes**

- Students with asthma, must keep their puffers and spacers with them at all times.
- Students with anaphylaxis must keep their EpiPen on them at all times. Antihistamine may be kept in Sick Bay accompanied by a Permanent Medication Authority Form.
- Student with diabetes must keep their Blood Glucose Levels (BGL) testing machine on them and may keep a spare insulin and a diabetes emergency kit in Sick Bay.

### **Contacting Parents/Guardians**

- Students should not make their own arrangements to go home. Students will not be permitted to go home under any circumstances unless the parent/guardian or emergency contacts have given permission for this to occur.
- Parents/guardians will always be called in the event of a serious injury or illness.
- In an emergency, if parents/guardians cannot be quickly contacted, the emergency contacts nominated by the parents/guardians, will be contacted. The Sick Bay Attendant/Assistant will still endeavour to contact the parent even after the emergency contact person has taken over the responsibility for the injured or ill student.
- Parents/guardians also need to be contacted at the earliest opportunity when:
  - The student is too ill to remain at the College
  - A head injury is sustained (even if minor)
  - An injury with the potential to be a fracture is sustained
  - A wound where stitches may be required is sustained
- In the case of the final three incidences above, the Sick Bay Attendant/Assistant will try to ensure the parents are informed prior to the student returning home.
- Sick Bay Attendants/Assistants will not attempt to diagnose what may be ailing a student. If parents/guardians ask for advice on what to do with their child, Sick Bay Attendants/Assistants will politely decline from advising, explaining that they are not medical practitioners. Parents/guardians should make decisions based on the information provided by the Sick Bay Attendant/Assistant and in certain situations, the student.
- If a student is unable to walk due to severe injury/illness, Sick Bay Attendants/Assistants may advise the parent/guardian collecting the student to park in the disabled parking area in the staff car park. The Sick Bay Attendant/Assistant will advise all other parents/guardians to park outside the College and to proceed to Student reception to collect their student.

In the case of serious illness or accident and if the parents/guardians or emergency contacts are unable to be reached, medical assistance will be sought at the discretion of College staff.

### **Admitting Students to Sick Bay**

- Students should see their supervising teacher or a teacher on duty if they require assistance from Sick Bay. Students who arrive at Sick Bay without informing their supervising teacher during class time will be sent back to their supervising teacher to ensure the teacher knows their whereabouts (unless the student is seriously ill or this is otherwise inappropriate).
- Students who are not seriously ill, will be encouraged to return to class as soon as they feel able. Students are not permitted to stay in Sick Bay for more than 30 minutes unless waiting for their parent/guardian to collect them.

### **Sick/Infectious Students to Remain at Home**

- Students should not be sent to school if they are sick, as we do not have the facilities or staff to care for them.
- Students with infectious conditions should not attend school until treatment has been completed and the necessary exclusion period has elapsed. The College adheres to the Queensland Government Department of Health's recommended exclusion periods as per the Time out poster available at:  
[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)  
(Note that with regards to head lice – the College's policy is to exclude until treatment is commenced.)

### **Administration of Medication**

- College staff do not have authority to administer Paracetamol (or any other medication apart from asthma reliever or EpiPen), unless it is in the original box labelled by the Pharmacist with child's name, dosage, time of administration and accompanied by a completed Medication Authority form completed by a parent/guardian.
- Parents are required to fill out a Medication Authority form for each child requiring medication.
  - For any long-term conditions – a Permanent Medication Authority Form must be accompanied by a letter from the student's doctor, stating the purpose of the medication and when to administer.
  - For short –term conditions – A Short-Term Medication Authority Form is to be completed by the parent.
- The Sick Bay Attendant/Assistant will store the medication as required and administer the medication as per instructions.
- Middle school students are allowed to keep a single dose of the medication in their bag if their parent/guardian deem them competent to self-administer throughout the day.
- Students who require medication to be administered in emergency treatment as per their IHMP are to have a Permanent Medication Authority form completed and stored in Sick Bay in the Permanent Medication folder.
- It is recommended that a new form is filled out at the commencement of the school year and each time the student receives a new prescription, or when the medication or dosage changes.

All medication must be in the original box with the child's name and pharmacy instructions and expiry date.

### **Head Injuries**

Students who report to Sick Bay having suffered an injury to head, face or neck, must be observed for 30 minutes. Sick Bay staff will monitor the student for signs of a head injury (eg. assess for headache, nausea, blurred vision, dizziness). Sick Bay will contact a parent/guardian and discuss the child's symptoms before allowing the parent to make the decision whether their child can return to class or be collected to be more closely monitored. If the Sick Bay Attendant is concerned about the student's symptoms, they can request the parent collect their child or make arrangements for them to be collected. If a student is sent home after an injury to the head, face or neck, due to complaining of the above listed symptoms, a Head Injury Information Sheet is to be given to the parent/guardian collecting the student