

HEALTH AND MEDICATION POLICY AND PROCEDURES

PREAMBLE

St Vincent's College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

RATIONALE

St Vincent's College has a duty to take reasonable steps to care for the health and wellbeing of students under our care. St Vincent's College achieves this by: • providing first aid (including emergency treatment, if required); • providing temporary care when students become unwell at school; • managing the administration of prescribed medications and health care procedures; and • dealing with particular health care issues that arise in relation to individual students, including the development of individual health care plans if appropriate.

PROCEDURES

RISK MANAGEMENT

St Vincent's College takes the protection of students and staff as a key part of its care for all the community. To achieve this St Vincent's College:

- takes reasonable measures to protect students against risk of injury or harm which should reasonably have been foreseen;
- takes reasonable care for the health and safety of all persons in the workplace. Staff are expected to cooperate with the school to ensure the health and safety of others, including assisting in an emergency; and
- where staff do not have first aid qualifications, provides reasonable assistance to ensure that a student receives medical attention including first aid.
- employs a Registered Nurse to provide emergency response and care.
- Mandates first aid, mental health first aid and CPR training for teachers, and CPR for all nonteaching staff

MEDICAL INFORMATION

St Vincent's College requires parents/guardians to provide all relevant medical information, which is updated annually, including information as to:

- medical conditions or illnesses and the treatments for same;
- medical history;
- allergies (including food allergies) and possible reactions should exposure occur; • medications taken by the student (including possible reactions);
- Medicare number and private health care arrangements (if any); and
- health professional contact details.

FIRST AID

- St Vincent's College provides first aid services for staff and students during the school day and while on excursions and camps.
- St Vincent's College teaching staff have first aid qualifications and all staff have CPR qualifications which are renewed annually.

MEDICATION

Where medication must be taken by a student during school hours, St Vincent's College:

- obtains information in relation to the administration of the medication, including dosage, time of administration, method of administration and possible reactions/side effects;
- if the medication is prescription medication, students provide the medication and instructions to the health centre for the College Nurse to administer; and
- ensure that it is provided to the child as and when required. Records of the time and dosage each time medication is taken by a student is kept in the Health Centre's records.

Where possible, students should administer their own medication, under the supervision of an appropriate adult. The supervising adult should ensure that the medication is taken safely and in accordance with instructions. In some cases, a staff member may need to be trained by a medical professional prior to supervising or administering medication such as an insulin injection to a child with diabetes. In this instance the Student Services office is the appropriate location.

Medications for Boarding students are kept in the Boarding Health Centre and administered by the Registered Nurse and Boarding Co-ordinators. Communication with parents regarding medications and updated health plans is through the Director of Boarding.

ILLNESS AND INJURY AT THE COLLEGE

Where students suffer from an illness or injury at the College, parents or guardians are contacted immediately and, if appropriate, the College arranges the transfer of the student to an appropriate health care professional. Students are not sent home without:

- the permission of the parent/guardian; and
- confirmation that the student will be sent home in the care of a parent/guardian.

If a student requires an individual health care plan, that plan should be communicated to all staff members who have dealings with/responsibility for that student. This is overseen by the Director of Welfare and communicated to the whole staff.

STUDENTS WHO ARE ANAPHYLACTIC

If written information provided by the parent confirms that their child has been assessed as being at risk of anaphylaxis, an individual health care plan is formulated by the principal in consultation with the parent and staff. The individual health care plan incorporates an emergency response plan and a plan for the avoidance of known allergens, based on advice from the student's parent and medical practitioner.

The plan is reviewed annually, as and when the student's medical condition changes or after the student suffers an anaphylactic reaction at school.

The College offers relevant and regular training to staff and notification to staff of the students at risk.

Auto-injectors provided by parents are stored in the Health Centre and one must be carried by the student at all times. The College regularly checks the expiry date on auto-injectors and gives parents at least one month's notice when the student's auto-injector is due to expire.

The College provides staff with information about the individual student's severe allergy as agreed with the parent;

The College conducts an assessment of potential exposure to allergens in the student's routine and of issues to be addressed in implementing an emergency response plan.

The College develops an implementation strategy that addresses the training needs of staff, including casual teachers and canteen managers, and communication strategies for relevant aspects of the individual health care plan, including with other parents and students. This will include First Aid, CPR and Mental Health First Aid.

REVIEW

This policy was reviewed in 2019.