



## MEDICAL POLICY

### 1. RATIONALE

St Hilda's is committed to providing a safe, healthy and supportive environment for all students and staff. For students with a medical condition, illness or injury, additional care must be taken to ensure the safety and support of these students.

### 2. SCOPE

- To provide appropriate care for students with an illness or injury whilst at school.
- To provide, as far as practicable, a safe and supportive environment in which students with an acute or chronic medical condition can participate equally in all aspects of the student's schooling.
- To engage with parents/carers of each student with a medical condition to understand individual management of the student.
- To ensure that staff have knowledge about the student's medical condition, the guidelines within this policy and other health related policies.

### 3. BACKGROUND

Whilst undertaking school activities, students can become unwell or sustain an injury at any time due to many factors. Medical conditions include physical or mental injury or illness; they can be acute or chronic conditions.

Acute conditions are severe and sudden in onset. This could describe anything from a broken bone to an asthma episode. A chronic condition, by contrast is a long-developing illness, such as arthritis or asthma. For example, an acute asthma episode occurs in the midst of the chronic disease of asthma.

Chronic disease or illness can range from mild conditions such as short or long-sightedness, dental decay and minor hearing loss, to debilitating arthritis and to life-threatening heart disease and cancers. These conditions may never be cured completely, so there is generally a need for long-term management. Once present, chronic diseases often persist throughout life. Examples of chronic diseases include but not limited to:

- Cardiovascular conditions
- Cancers
- Mental Health Disorders
- Diabetes
- Respiratory Diseases such as asthma
- Musculoskeletal diseases such as arthritis
- Kidney Disease
- Oral Diseases
- Congenital Disorders
- Cerebral Palsy

Because a chronic illness lasts for a long time, the management becomes part of everyday life. With appropriate care children with a chronic illness can live active and fulfilling lives.

#### 4. DEFINITIONS

**Medical Condition:** any condition, whether physical or mental, including, but not limited to, resulting from illness, genetic or an unknown cause.

**Acute illness or disease:** comes on rapidly, is accompanied by distinct symptoms and usually of a short duration.

**Chronic illness or disease:** lasts for a long duration or is permanent. Some illnesses may resolve over time, while others may persist or slowly get worse.

#### 5. LEGISLATION

Occupational Safety and Health Act 1984 (WA)

Privacy Act 1988 (Cth)

Poisons Act 1964 (WA)

Poisons Regulations 1965 (WA)

School Education Act 1999 (WA)

School Education Regulations 2000 (WA)

Education and Care Services National Regulations 2012, 168(2)(9),90

Guide to the National Quality Standard, 2.1.1, 2.1.4, 2.3.3, 2.3.2

#### 6. RELATED POLICIES

Allergy Awareness Policy

Asthma Management Policy

Diabetes Management Policy

Epilepsy Management Policy

Excursion and Incursion Policy – Junior School

Supportive School Environment Policy

#### 7. GUIDELINES/PROCEDURES

##### 7.1 Students

- Are supported to be aware of their medical condition appropriate to their age and stage of development
- To advise staff of any symptoms or triggers related to their medical condition, if possible
- To advise staff of the onset of illness or any injury sustained whilst at school

##### 7.2 Parents/Carers

- Provide information about any medical condition concerning their child
- Responsible for the primary healthcare of their child
- If required for the medical condition, provide their child's medication, with written consent, clearly dated and in the original labelled container
- Are responsible for replacement of expired or used medications
- Inform staff of any changes to their child's medical condition and management
- Provide information regarding any illness or injury sustained outside of school that may affect the child whilst at school. For example, head injury/concussion or an acute illness
- Keep their child home if they are exhibiting signs of acute illness such as a temperature 37.5C or above, vomiting, diarrhoea, headache, cough or runny nose. The student should be symptom free for 24 hours before returning to school

- Medications available at school include over the counter medications such as: paracetamol, ibuprofen, antihistamine, cold/flu medication, antiseptic creams. Parents are required to give permission for administration of medication on entry to school or updated as needed, which is recorded on the student's medical record
- Any short term medication or ongoing medication required whilst at school is to be provided to the Registered Nurse with written permission and an explanation. These medications are stored securely and administered by the Registered Nurse

### **7.3 Nursing Staff**

- Provide appropriate treatment for the medical condition
- If the student is unwell, parents or emergency contact are advised to collect the student
- Document any treatment provided on the student's electronic medical file
- In the event of an injury, ensure an Incident Report Form is completed
- Review documentation regularly to ensure compliance with procedures
- Update staff and electronic records on enrolment and as advised
- Follow the Health Department recommendations and [communicable disease guidelines](#)

### **7.4 Staff**

- Are aware of the School's Medical Policy
- Know the students with a medical condition in their care
- Access information regarding individual student's medical condition from the school database
- Inform the Registered Nurse if concerned about a student with a medical condition, illness or injury
- Attend education if there are students with a medical condition in their care
- Encourage participation. Students with a medical condition can generally participate fully, including sport and physical activities, camps, excursions and special events. Subject to medical advice, participation in these activities should be encouraged
- Provide special consideration if required due to a medical condition
- If the student is unwell, contact the Registered Nurse or if unavailable, parents or emergency contact are contacted to collect the student
- Follow Universal Precautions - assume that all bodily fluids are potentially infected. Body fluids can include blood, urine, faeces, sputum, vomit, wound secretions and spinal fluid. Wear disposable gloves when dealing with any body fluids. Hands must be wash after removal of disposable gloves

#### **7.41 Early Learning Centre/Extend ED**

- Staff are Senior First Aid, asthma and anaphylaxis trained
- Medication will be administered with written permission and after contact with the parent or authorised caregiver by the Registered Nurse or after hours by the person in charge in Extend ED
- Medication administered is recorded on the student's electronic medical file by the Registered Nurse and written advice is sent home to the parent/caregiver

- After hours the *Early Learning Centre/ Extend ED Medication Record* will be completed by the staff member administering the medication and data entered electronically to student's medical file by the Registered Nurse at a later date
- If not provided by parents permanently to Extend ED, students are to take emergency medication such as Ventolin and Epipens from their classroom and give to staff on arrival to Extend ED

#### **7.5 Injury and First Aid**

- In the case of an accident, injury or illness, the student is to be taken to the Health Centre / Wellness Centre
- If a spinal or other serious injury is suspected, the student is NOT to be moved unless in danger. Staff to stay with the student and call the Registered Nurse to attend
- Always follow DRSABCD
- If deemed necessary, an ambulance to be called and parents will be contacted as soon as practicable
- An Incident Report Form to be completed

#### **7.6 School**

- Meet all legal, regulatory and policy requirements related to health care planning
- Maintain and regularly review a central record of students and staff health care needs
- Induct new staff in health related policies and procedures
- Review policies and practices on an annual basis or as the need arises

### **8. BREACH**

If you breach this policy, you may be subject to disciplinary actions.

**Responsibility:** Dean of Student Wellbeing, Head of Junior School & Registered Nurse  
**Review Date:** March 2019  
**Next Review Date:** March 2020