



**POLICY AND PROCEDURES MANUAL**

**Student Sickness, Injury, Medical Disability and Medicine Administration**

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## 1. OVERVIEW

Rehoboth Christian College is committed to its Duty of Care for our students. The College will endeavour to care for sick and injured students and those with a medical disability within the scope of our Duty of Care policy.

## 2. SCOPE

This policy applies to students and appropriate staff. Staff should refer to the appropriate section and note which items apply to them.

## 3. ATTACHMENTS AND REFERENCES

This policy should be read in conjunction with:

- Duty of Care Policies (Primary and Secondary)
- Occupational Health and Safety Policy (regarding student incident reporting)

## 4. STUDENT SICKNESS AND INJURY

- Use of sick bay:** The Sick Bay can accommodate one student at a time. They must be visible and under supervision at all times.
- First aid qualified staff:** The College will maintain staff that are qualified in first aid procedures to assist students in an emergency. No school nurse is available on an on-going basis to care for sick students.
- Unwell students:** Sick students may pass on their illness to other students and staff, especially those students who may be immune deficient and are therefore susceptible to sickness. Therefore, if a child is sick and is unable to stay in class, they must be brought to the front office where they will be monitored. If a student is obviously unwell, the parent or carer will be notified and requested to come and remove them from school. Parents will be urged to keep sick children at home to ensure others are not affected.
- Injury:** If an injury occurs, the child will be assessed and if appropriate, the parent contacted immediately. Parents may be required to seek doctor's assistance. If the injury is perceived to be



serious, the College will have the child immediately hospitalised by Ambulance, payable by the parents.

- e) Staff connected with the event must complete an Accident Report Form. This form is then copied and filed with the original being sent to the Business Office.

## 5. STUDENTS WITH MEDICAL DISABILITIES

- a) At the beginning of each academic year, the Administration staff will ensure that parents advise the College of students with a medical condition. This is done by sending home a 'Medical Information Update' form which must be completed for each student that attends our College.
- b) Parents that indicate that students have a medical condition are then asked to supply a medical action plan.
- c) A register of these students is kept by the Administration.
- d) Staff directly involved with these students will be informed.
- e) Information regarding these students will be clearly displayed in the Staff Rooms and the Sickrooms and will include photos of the students and emergency care procedures.
- f) Teachers will also have these on file in their Critical Information File.
- g) This information is also to be kept in the Relief teacher files in each classroom.

## 6. MEDICINE ADMINISTRATION

- a) **Pre-arranged medication:** If a child requires medication whether on a regular basis or over a limited period of time, parents must either give written permission or present the medication in person for the school to administer the medication. All medication must be kept in the Administration office or Early Learning kitchen where it can be kept safely in the correct conditions. In the case of medication requiring refrigeration, the medication will be kept in the Early Learning Centre or staffroom fridges.
- b) **Medication not pre-arranged:** If a student needs medication that has not been prearranged, (e.g. Panadol for a headache), a parent or carer must be contacted to gain permission for the staff member to administer the medication.



- c) In the case of an emergency such as an Anaphylactic episode, the medication will be administered immediately with parents then being notified. In an extreme case, an ambulance will be called as the medication is being administered with parents then being notified.
  
- d) **Ongoing Needs:** For students with ongoing medical needs, please refer to the Critical Incident File, which located in every classroom, the staffroom and office of the campus. This file also contains information pertaining to lockdown and evacuation procedures.