

# **POLICY:**

# **MEDICAL ROOM**

## **RATIONALE:**

This school is responsible for all pupils from the time of arrival at school, to the time of departure. Adequate procedures need to be maintained for all aspects of pupil safety and health while they are at school.

## **PURPOSES:**

- To provide adequate facilities for children to be attended to following accident, injury, or sickness at school.
- To establish a telephone contact network for all parents / caregivers, and the nominated alternative caregiver, so that attention can be given to pupils without undue delay.
- The principal will ensure that specialised attention is given to any pupil whose parent / alternative Caregiver is unavailable.
- To provide a document to record all injuries / sickness, treatment or follow-up.
- To ensure that an at-risk register, (Name, Condition, Treatment, ) is updated at the beginning of each year, and maintained for any pupil with allergies, or conditions of note, and a copy will be available to all teachers, and in the HIGH ALERT folder in the Medical Room.
- To ensure safe management and administration of medicines.

## **GUIDELINES:**

1. Teachers on duty are responsible for ensuring that all accidents / injuries / sickness in the playground are attended to. Off duty teacher to take over so on duty can return to duty.
2. If doctor specialised treatment appears to be required, duty teacher consults with Office Manager, then with parent / caregiver or alternative contact.
3. The Office Manager will keep teachers informed of progress/action taken with sick/hurt children (home/doctor/medical room).
4. In emergencies, the child may be taken directly, by car or ambulance as appropriate, to the doctor / hospital.
5. Office Manager will also attempt to contact parents / caregivers as soon as practical, for any non urgent injury or illness, with parents/caregivers responsible for organising medical follow-up.
6. Teachers to use High Risk register for quick reference re known conditions.
7. Gloves are to be worn if any body fluids are involved.
8. All head and back injuries are regarded as serious in the first instance. Parents are to be informed immediately, and the Principal notified. The injured person should not be moved (unless in danger of further injury if not moved,) until qualified first aid personnel have checked them.
9. During class hours the Office Manager assumes responsibility for the care of pupils in the medical room, and is to be advised appropriately of their needs and care by the teacher involved.
10. When a child is transferred to home, doctor or hospital because of injury or illness, a Serious Illness / Injury Form is to be completed and given to the principal. (Forms are stored in folder in Medical Room.)
11. The Office Manager will circularise parents at the beginning of each year with the health survey, and update the At-Risk Register accordingly.
12. A separate policy for Administration of Medicines will be maintained and adhered to.

**LAST REVIEWED: Aug 2016**