



YARRAVILLE

Special Developmental School

MEDICAL ALERT POLICY

Yarraville SDS Principal:

Ashwini Sharma

School Council President:

Kim Mace

CERTIFICATION:

School Council President

Signed *J. Mace*

Date *22/5/18*

Principal

Signed *A. Sharma*

Date *22/5/18*

This policy ratified at School Council meeting

22/5/18



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Special Developmental School

MEDICAL ALERT POLICY

RATIONALE:

All children have the right to feel safe and well. It is the school's responsibility to care for the welfare of all students, staff and visitors. When a student or staff member has a known medical condition, it is the school's responsibility to keep record of this condition and provide health care plans that identify specific care of the student.

PURPOSE:

- To administer care or treatment as required for the specific medical condition.
- To communicate student's health problems to parents when considered necessary.
- To provide supplies and facilities to meet the needs of students with specific medical conditions.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.
- To train or provide training of specific staff members in the care of students with specific medical conditions.

DEFINITIONS:

- *First Aid:* Emergency treatment and life support provided to employees, students, contractors and visitors who suffer injury or illness while at work or school.
- *Medical Condition:* A general term that refers to any form of illness or abnormality in the body that interferes with a person's usual activities or feeling of wellbeing.

IMPLEMENTATION:

Responsibility of the School

- To ensure that a record of the medical condition is obtained at enrolment.
- To allow nominated first aiders to attend approved training.
- To provide appropriate first aid kits, supplies and equipment.
- To ensure access to procedures and resources to all employees (including contractors).
- To provide up-to-date training and information to employees on specific care of students with medical conditions. e.g. asthma management and anaphylaxis, diabetes management.
- To develop appropriate first aid action plans for students with specific conditions (e.g. Anaphylaxis).
- To develop Management Plans or Care Plans for individual students with specific medical conditions.

Responsibility of Employees

- To attend training and updates on specific medical conditions and treatment care requirements (e.g. epilepsy and anaphylaxis).
- To know the locations of the student's Emergency Alert Information for specific medical conditions and affected students.
- To follow action plan when necessary and use equipment in a safe manner.
- To provide a duty of care to students and administer first aid within the limits of skill, expertise and training.
- To follow the care plan as per training.
- Refer any concerns regarding the First Aid officer.
- To follow the agreed emergency procedures already in operation.

Responsibility of Affected persons/parents/carers

- To inform the school of current medical contact details concerning themselves or others initially and then on an ongoing basis as they change.
- To assist the Wellbeing Coordinator and First Aid Officer in consultation with their medical practitioner in developing 'action plans'.
- To inform the School of any prescribed medication, complete appropriate documentation and supply the school with ample supply of medication.

MEDICAL CONDITIONS:

Anaphylaxis

All students with a diagnosis of Anaphylaxis must have an ASCIA Action Plan for anaphylaxis. This is obtained from the students treating doctor.

An EpiPen is also to be supplied to the school and updated annually as per Anaphylaxis Policy.

See Anaphylaxis Management Policy

Epilepsy

All students with a diagnosis of Epilepsy or Seizures must have an Epilepsy Management Plan. This plan is developed by the parent/carer with the Epilepsy Foundation. Parents/Carers must get this signed by their treating doctor annually.

Students who require Emergency Medication i.e. Midazolam for their Epilepsy must have an Emergency Medication Management Plan. This is obtained by the students Neurologist and must be updated annually.

All Epilepsy Plans are stored in the students' classroom and the blue First aid folder in the office.

A seizure diary is kept per student in order to keep record of number of seizures, times, locations and triggers.

Asthma

All students with a diagnosis of Asthma must have an Asthma Management Plan. This plan can be obtained from the First aid Officer and must be filled in and signed by the treating doctor. Asthma Plans are located in the office – First Aid folder and in the students' classroom.

A parent will be notified any time a student receives Ventolin for their Asthma - written note in student's communication book and/or a phone call to the parent/ carer.

Diabetes

All students with a diagnosis of Type 1 diabetes must have a Diabetes School Action Plan. This is obtained from the treating doctor. Each student must have access to a blood sugar machine and must have kit containing a hypo kit- with a fast acting glucose i.e. Jellybeans and carbohydrates i.e. Biscuits.

Blood Sugar readings are taken regular through the day and recorded either in a record book or diary.

Gastrostomy (Peg Feeds)

All students with a gastrostomy must provide either a care plan from a treating doctor or sign a Peg Tube Regimen chart that identifies the type of feed, the reason for the feed, how the feed is to be administered (i.e. Gravity) the rate, the times of the feed and whether the student is allowed to eat or drink

Cardiac History

All students with a cardiac history are individually assessed in consultation with the parent. If necessary a medical alert is developed and displayed in the classroom. This Medical Alert identifies the cardiac condition, the symptoms, treatment or care of the student and any restrictions that need to be followed.

Adrenal Crisis

Any student with a diagnosis of Adrenal Insufficiency must provide a School Action Plan from their treating doctor. This provides a step by step process to follow in case of an adrenal crisis. Medication is provided to the school.

Complex Medical Needs

Any student with complex medical needs must provide a detailed care plan from the treating doctors/ hospital. I.e. The Royal Children's Hospital Care Plans. These detailed booklets identify specific procedures to follow specific for the student.

The Royal Children's hospital does provide training for many different procedures/medical conditions. This training is single student focused. I.e. RCH@ Home is used for tracheostomy training, catheterisation, chest physiotherapy,

Daily Record Charts are completed for these students identifying times of procedures and any concerns through the day are documented.

SCHOOL CAMPS AND EXCURSIONS:

- A comprehensive first aid kit will accompany all camps.
- All children attending camps or excursions will need to provide a signed medical form with detailed medical/health information and permission for the staff to contact a doctor or ambulances if necessary.
- Copies of all signed medical forms must be taken on camps and excursions, as well as kept at school.
- All teachers are to carry their folders containing up to date Epilepsy Management Plans, Asthma Management Plans, Action Plans for diabetes, anaphylaxis or other medical alerts on all camps and excursions.
- All teachers are responsible for taking green bus bags (located in the office) for any school camp or excursion. The bus bags contain a first aid kit, Ventolin and spacers.

See Camping Policy and Excursion Policy

MEDICATION

Many students in the school will require the administration of medication through the school day. All medication at the school must be supported by a medication authority form and be sent to school in the original packaging.

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns.

RELATED POLICIES:

- First Aid Policy
- Anaphylaxis Management Policy
- Asthma Policy
- Excursion Policy
- Camping Policy