

Medical Care Guidelines

(See also Policies on Medical Care, Asthma, Anaphylaxis Management and Duty of Care)

Role of School Assistant

The role of the School Assistant/Office Administration Staff is to provide medical/first aid assistance to students and staff of the School. The School Assistant/Office Administration Staff is an integral part of the Health and Pastoral Care system at Al-Faisal College – Lakemba Campus.

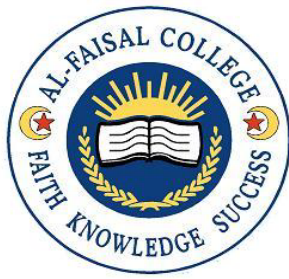
Key Responsibilities:

Procedure for attending first aid:

- Assess unwell and injured students that present to the first aid room.
- Refer sick (vomiting, presented twice in a day to sick bay) and injured students (suspected fracture) that are unable to remain at school to their primary caregiver for further care and recommend if further medical intervention is required.
- Attend to acute injuries and acute illness on school grounds, provide medical response to the injured/ill person, and manage the incident.
- Ensure medical stability of the patient before transfer to the first aid room, or arrange for ambulance retrieval from the incident location. (inform Head of Campus/delegate)
- Refer acutely sick and injured students that require urgent medical attention to emergency medical services in a timely manner to ensure best possible health outcome for the patient.
- Ensure communications with emergency services are clear, accurate and professional. Inform the emergency contact of medical care sought.
- **Contact the student's primary caregiver regarding a significant injury or illness.**
- Document in the first aid register date, time, students name, reason for visit, where it happened, how it happened and what first aid was given.

Procedure for any head knocks

- Assess the student's injury and administer appropriate first aid.
- **Contact the student's primary caregiver regarding all head injuries** (It is the policy of the school that all injuries to the head are reported to the Head of Campus/delegate and that parents are contacted regarding the injury.)
- Document in the first aid register: date, time, students name, cause of head injury, where it happened, how it happened and what first aid was given.



Procedure for administering medication

- Ensure that permission to administer medication has been received from the student's parents/carers
- Medication is to be provided in the original packaging that gives the name of the medication, name of student, the dose and time it is to be given.
- Medication is to be stored in locked cupboards.
- Supervise students whilst administering own medication (asthma, diabetes, epilepsy)
- Ensure that the correct medication is administered to the correct child in the correct dose, at the correct time.
- Document in the first aid register: date, time, students name and dose administered.
- Monitor all medication and stock expiry dates.
- (see also Asthma policy and Anaphylaxis policy)

Procedures for medical treatment

- In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency.
- In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.
- Document in the first aid register: date, time, students name, cause of head injury, where it happened, how it happened and what first aid was given.

Procedures for individual health care plan

- Update students' medical history
- Identify students who require an individual Health Care Plan to manage their medical condition whilst at school, and develop and implement the Health Care Plan in consultation with Doctor, the family and relevant staff.
- Assist and guide students to manage their specific health needs and chronic medical conditions, and liaise with families to effectively address the healthcare needs of the student.
- Communicate and liaise with school personnel, teaching and support staff, as required and appropriate, to effectively manage the health care needs of the student.



Procedures for hygiene

- Maintain general hygiene and disinfection of sick bay/medical room area.
- Practice effective infection control measures to minimise infection risk to self, students, staff and the school community.
- Monitor the school community for communicable diseases, liaise with the local Public Health Unit for management advice, and implement strategies and actions advised. Inform and consult the Head of Campus/delegate, regarding Public Health Unit communications.

GENERAL

- Use a range of effective communication skills to establish and maintain caring relationships.
- Maintain student medical records of all students.
- Maintain records of interactions, assessments and treatment actions, and ensure that documentation is accurate, comprehensive and concise, legible and using only acceptable abbreviations.
- Monitor all medication and stock expiry dates,
- Prepare and restock medical and first aid resources in the clinic to ensure an efficient and timely response to injuries and illness.
- Determine, and liaise with school staff, the first aid resources required for school related activities and organised sporting activities, including medications required for individual students with specific medical needs.
- Monitor the return of first aid kits and medical resources lent, and liaise with the relevant staff to ensure resources are returned and available for future use.
- Respond to parent medical related queries and requests regarding their school child in a professional, timely and appropriate manner.

All communication to parents regarding injury / illness will be made by the school assistant.

Revision History

Version	Policy Date	Review date of policy	Notes
1.0	January 2025	January 2027	<i>Amendments to this policy will be made based on updated legislative requirements or changes to school needs</i>



ACKNOWLEDGEMENT

I _____ have read, understood and agree to comply with the terms of this Medical Care Guidelines.

Signed

Dated