
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1100**

POLICY NO: **1112**

ISSUE DATE: 20/02/03

TITLE: **SAFE SCHOOL POLICIES**

ISSUE NO: 2

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Management of the Health Centre

RATIONALE:

The Macleans College Board of Trustees recognises its obligations to ensure the health and safety of students and staff within the school environment.

PURPOSES:

- 1 To ensure that students have access to immediate and quality first aid.
- 2 To ensure continuous support is available for students with specific health problems.
- 3 To ensure continuous and safe health care for staff whilst within the school grounds.

PROCEDURES:

- 1 To have a professionally registered person with a current practising certificate in charge of the health centre.
- 2 To manage the health centre, maintaining all necessary supplies and keeping health and accident records.
- 3 To supply secure storage of any medications, provided by the health centre or by students for personal health needs and to ensure the correct administering of medications.
- 4 To communicate with a parent or guardian when the health condition cannot be judiciously managed within the health centre.
- 5 In case of an emergency, call appropriate outside agency first then notify parent or guardian.
- 6 To manage all communications and records in compliance with privacy legislation.
- 7 To liaise with the appropriate health agencies where required.

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- 8 To identify those areas in the school or those activities where health risks may exist and advise the school management on the means of minimising those risks.

OTHER RELEVANT DOCUMENTATION:

- Quality System Procedures Manual – Job Descriptions – School Nurse