

Student Illness Action Plan

Actions required of students:

1. Students should report all illness to either the Boarding Manager, or the supervisor on duty, whenever they are sick or unwell.
2. If they are unable to report to one of these adults themselves they should send a roommate or friend, or txt or phone the matron or hostel manager for assistance.
3. If a student suspects another student is sick or unwell they should report the matter to staff immediately.

Actions required of staff:

Staff should take appropriate immediate action to ensure the best available care is provided to the student. This will include:

INFORMATION

- Questioning to discover the extent and symptoms of the illness.

ACTION

- Isolate the student from others if necessary, either in their own room, or in the sick bay.
- Take action to allow the student to recover, such as sending the student to bed, drink of water etc...
- If the illness requires urgent and immediate action, respond appropriately by contacting the student's doctor or the ambulance service via 111.
- Refer to Medication Action Plan if action includes issuing any form of medication.

DECIDE

- Determine the seriousness of the illness and report any serious, or possibly serious illness immediately to the hostel matron or manager.

RECORD AND REPORT

- Record student name, illness, action, medication issued in the appropriate medical log kept in the sick bay.
- Report serious illnesses to the Matron or Manager immediately.
- Report minor illnesses on the hostel daily supervisor check sheet.

MONITOR

- Monitor student regularly for any signs of deterioration and to ensure fluid, food and medication requirements are met.

REFER

- Parents of sick or unwell students must be informed as soon as is practical of the situation.
- The best place for sick students is at home. Parents of sick students should be asked to collect their son or daughter from the hostel as soon as possible or practical.
- Refer early to further medical assistance if there is any doubt about the nature or seriousness of student illness.
- Refer to Hostel Guidelines for Dealing with Infectious Illness/Pandemic if necessary.

Emergency Medical Treatment Action Plan

If a student is seriously injured or becomes very unwell and a staff member decides emergency medical attention is needed use the following process:

During a medical emergency:

1. Ensure the **safety of yourself and other students** on scene.
2. Call for **assistance** from other available staff or students.
3. Provide any essential **first aid** or life support treatment to student concerned, if needed.
4. Have someone **telephone 9-111** and ask the telecom operator for the AMBULANCE service. Tell them your location "Dunstan High School Hostel, **99 Russell St, Alexandra.**"
5. As soon as possible contact the Hostel Manager and inform them of the situation.
6. As soon as possible contact the student's parents or caregivers and inform them of the situation.
7. Complete a Patient Report Form if possible and send with student to hospital or medical centre. If practical include any relevant medical information on student file with this form, or provide it to hospital/medical centre as soon as possible by other means.
8. Ensure a member of hostel staff accompanies the student to the hospital or medical centre.
9. Record all details on DHS Accident/Incident recording form as soon as practical after the incident.
10. As soon as practical ensure a plan is in place with the student's parents for the ongoing care and support of the student.
11. If the situation is urgent/important but not an emergency and an ambulance is not required telephone the student's doctor or medical after hour service and inform them of the situation, and follow their advice regarding further treatment. Then follow steps 5 - 10 above.

After a medical emergency:

- Monitor remaining staff and students for any signs of psychological stress.
- Incident Accident report to Hostel Committee for review.
- Follow up with student parents as appropriate.

Accident or Injury Action Plan

Minor Accident or Injury

Guidelines: An accident or injury is considered minor if:

1. Student requires little more than a band-aid.
2. Mechanism of injury is minor ie blister, graze.
3. No significant hazard represented by the cause of injury even if the injury is minor.
(ie. small cut while playing with knife represents significant hazard so would not be minor.)

Actions of staff and students:

1. Student reports injury/accident to staff member.
2. Staff member assesses injury as minor, and provides appropriate first aid treatment.
3. Staff member logs injury and treatment in Minor Illness/Injury Log in Sick Bay.
4. Staff member logs injury on Supervisor Daily Report Sheet.

Other Accident or Injury

Guidelines:

- To be used for all accident/injuries that are not considered minor and are not an emergency.
- Hostel Supervisors should consider early referral to Matron or Medical Assistance if they have any doubt about the seriousness of an accident or injury.

Actions of staff and students:

1. Student reports injury/accident to staff member.
2. Staff member provides appropriate first aid treatment, or contacts a staff member who is able to provide an appropriate level of first aid.
3. Staff are advised to ensure they use any appropriate personal protective equipment supplied to prevent any risk to their own health from treating student injuries.
4. Staff member completes Dunstan High School Incident Accident Form.
5. Staff member decides if student needs further referral. Referral may include:
 - (a) Referral to Hostel Matron.
 - (b) Referral to Student Doctor or other medical assistance.
(If referred to further medical care, ensure a patient report form accompanies the student.)
 - (c) If a Hazard Notification Form needs to be completed and the hostel manager notified.
6. Follow the Hostel Procedure for Issuing Medication if Panadol or other medications are issued.
7. Supervisor to log injury on Supervisor Daily Report Sheet.

Procedure for the Issue of Medicines by Hostel Staff

Purpose: To ensure that hostel staff meet the requirements of Dunstan High School Policy and New Zealand Legislation regarding the issue of medicines while completing their duties at the hostel.

Relevant Policy: Dunstan High School Hostel Policy on Administration of Prescribed Medication by Hostel Staff and Dunstan High School Policy on Medical Care.

Key Components:

1. The Hostel Matron will oversee the administration of Prescribed Medication in consultation with a student's parents or medical practitioner.
2. Hostel staff will issue paracetamol in a controlled manner with parental consent.
3. All medicines stored at the hostel will be kept secure and administered by staff.

1. Standard Operating Procedures - Prescribed Medicines

1. When prescribed medicines are to be administered by hostel staff a Prescribed Medicine Action Plan must be completed by parents or medical practitioner and signed by the Hostel Manager or Matron.
2. Medicines must be stored in the locked medicine cupboard in Sick Bay.
3. A record of medication issued will be kept, as set out in the Action Plan.
4. Excess, expired or other unused medication will be returned to parents, or the pharmacy, regularly.

2. Standard operating Procedures - Paracetamol

When a student requests Panadol from a hostel staff member:

1. Suggest other methods of pain relief. ie. rehydration, rest, sleep etc...
2. If student still requires Panadol, the staff member issuing the Panadol is responsible for ensuring ALL of the following steps are taken:
 - (a) Check Student List in the Medication Log to ensure parents have authorised the hostel to administer Panadol. Ask the student if they are allergic to Panadol.
 - (b) Check Medication Log, and ask student if they have had any other Panadol in the last 24 hrs. Do not exceed the daily dosage.
 - (c) Administer one or two Panadol as per the directions on the packet.
 - (d) Record details on the Medication Log.
 - (e) Note medication issue on Supervisor Daily Report Sheet.
3. Panadol and the Medication Log will be kept locked in the Sick Bay and only stored and issued from this location.

Hostel Medical Records and Reporting

Standard Operating Procedures

1. The following official records will be maintained:
 - (a) Minor Accident/Illness/First Aid Log
 - (b) Accident/Incident Reporting Form
 - (c) Medication Administration Log
 - (d) Prescribed Medication Action Plan
2. Completed Accident/Incident Forms will be given to the Hostel Manager.
3. A copy of the form will be placed on the student file, as well as in the hostel incident master file.
4. All incidents/accidents are reported to the Hostel Committee by the Manager monthly.
5. All completed logs will be entered onto the student record and filed where they can be retained for a minimum of two years.