



MEDICAL ACTION MANAGEMENT PLAN

Due for Review: 2018

This document outlines the elements of the Student Medical Action Management Plan that has been implemented to improve recognition, treatment and prevention of medical emergencies, particularly for students with identified medical needs.

The Plan outlines duty of care for staff and parents/guardians, the use of Student Medical Action Plans for students with identified needs by staff, Parent/Guardian Permission Forms for School Activities (that includes medical information for all students), roles of staff and parents/guardians, needs and risk assessments, staff training, emergency response, communication and review.

College Duty of Care

The College will develop, maintain and review systems which will allow staff to recognise, treat and prevent medical emergencies. These systems will provide for data collection, storage and retrieval and will occur at enrolment, annually or opportunistically. All students with medical needs enrolled at Nagle Catholic College must have a Student Medical Action Plan (see Attachment A – F for examples). Medical Action Plans will be renewed every 12 months for students with medical needs.

Duty of care for Staff and Parents/Guardians

The meaning of “duty of care” for teachers and non- teaching staff:

- Teaching staff owe a duty to take reasonable care for the safety and welfare of students whilst students are involved in school activities or are present for the purposes of a school activity. An activity is one that is organised or managed by a member of the teaching staff or non-teaching staff as part of his or her duties. The duty is to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken.
- When non-teaching staff, volunteers and external providers agree to perform tasks that require them personally to care for students (in the absence of a member of the teaching staff) they will also owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.

The meaning of duty of for parents/guardians is to:

- provide the College with current medical information about their student: (1) at enrolment, (2) when medical information changes and (3) on excursion forms
- inform the College if the medical needs of their student change.

Roles of Staff

The roles of staff are to: (1) recognise, (2) respond to and (3) where possible, prevent medical emergencies.

Staff should be:

- familiar with the medical needs of students for whom they have a duty of care,
- be able to recognise student behaviour that are a sign/s of a medical emergency,
- be able to respond appropriately as a teacher or other responsible adult to the medical emergency and take measures to prevent a medical emergency for a student.

Determining medical needs

The College will contact the parents/guardians of students identified with a medical need using the Medical Action Plan format (see Attachments A-F) either on enrolment, annually or opportunistically. Parents/guardians must contact the College if medical needs change. Student Medical Action Plans (MAP) are completed by parents/guardians and in some cases medical professionals. Medical Action Plans provide identifying information, a photograph of the student and a management plan for the medical need including emergency contact. Specific kinds of Action Plans are used for some medical conditions such as anaphylaxis, asthma (See attachments) while others have a generic MAP.

Risk Assessment

The College's Crisis Management Plan outlines the way in which risk is managed and some of which is pertinent to managing a medical emergency. Risk assessment involves identifying hazards, applying controls, reviewing effects and assessing risks in an ongoing process. Staff responsible for activities will complete a risk assessment of the activity prior to the activity taking into account the medical conditions of participating students. Plans will be developed to eliminate as much as possible the risk of harm, to identify a medical emergency and to respond to a medical emergency. In relation to risk reduction (based on the anaphylaxis guidelines) it is reasonable to assume that teenagers and young adults are the most at risk group (of fatal anaphylaxis). Older, more independent students should be encouraged to take greater responsibility for managing their health (allergies) and minimising their risk factors. In the case of anaphylaxis as an example it is important to remember that the level of responsibility given to the student must be determined by their level of maturity and not simply their age. Older, more independent students should be encouraged to take greater responsibility for:

- Communicating their allergies to friends and teachers
- Minimising allergen exposure (e.g. checking food labels, avoiding insects)
- Knowing the signs and symptoms of an allergic reaction
- Being familiar with the use of an adrenaline auto-injector
- Ensuring their adrenaline auto-injector has not expired
- Managing other health conditions (e.g. asthma)

Staff training

Serious medical emergencies include anaphylaxis, asthma, diabetic complication, epilepsy and fainting. Staff will be provided with training opportunities in responding to these medical emergencies using the best training available as needs arise. Training will be provided by appropriate RTOs or health organisations. Anaphylaxis, asthma and diabetes have training programs that will be accessed. Information about first aid for emergencies will be provided on a staff room noticeboard and staff will be encouraged to be proficient in first aid and seek information from the Internet. Website information will be provided on the First Aid noticeboard. Staff will also receive training in the Student Medical Action Plan system (see Communication). The Principal will monitor staff training needs.

Emergency Response

Emergency response relate to (1) students with a MAP and (2) students who do not have a MAP (those who do not have serious medical condition). In relation to MAPS: staff must be familiar with where MAPs are kept and what to do for a student to recognise treat and prevent an emergency. Information about students is confidential. Information is of two types: (1) a copy of the MAP for each student and a list of all students with medical need will be kept in a folder in designated areas such the Front Office, library, arts and music area, D&T, Maitland Block (exact locations – staff identify); (2) a single laminated sheet

with high needs students will also be kept in each staff area – showing name, a photo and need as a quick reference (can be taken on yard duty).

In relation to other emergencies staff should act immediately and use their judgement and contact 000 and inform the Front Office. Front Office staff and or other staff will respond with first aid and or 000. A deputy principal will be informed.

A list of staff with first aid and/or other related qualifications will be maintained by the deputy principal and copies will be available to staff in locations around the College. Appropriately qualified staff are encouraged to register.

The medical emergency will be logged on the Emergency Response log in the front office. Each medical emergency will be reviewed in order to improve responsiveness (see Review).

Communication

Parents and guardians of students with medical needs will be contacted and requested to complete a MAP. The Medical Action Management Plan will be made available to parents and guardians and staff. For example information will be provided on the College website about the Medical Action Management Plan. Staff will be informed routinely of the location of MAPS and their potential use, availability of medical information on class lists and on the staff shared drive. Staff will be encouraged to make recommendations to improve the management Plan and communication of medical information in confidential and efficient ways.

Information provided to the College in MAPs is given with the consent of parents/guardians on the understanding that the information will be used to respond to emergencies and treated with respect and confidentiality. Staff must give an undertaking to maintain the confidentiality of sensitive student information. Information must be shared with staff and medical personnel in the interests of ensuring student safety.

Review

This management plan will be reviewed and improved as required such as after medical emergencies, in response to staff and student needs for example communication of information. Staff and parents/guardians are encouraged to inform the principal about needs and possible improvements.

Currently school events such as cross country, swimming carnival, and excursions are planned that includes a process of risk management and these events are reviewed (see Risk Assessment). After a medical emergency a review will occur to determine responsiveness and improve any systems if necessary.

Attachments

Attached to this plan are: (1) letter to parents/guardians re MAPs(2) generic Medical Action Plan for epilepsy, fainting and other emergencies, (3) Medical Action Plans for anaphylaxis, asthma, diabetes. These documents will be maintained on the ADMINISTRATION “U” drive under Student Medical Action Plan and hard copies in a folder called STUDENT MEDICAL ACTION PLAN and stored in the Administration Area.

Medical Action Management Plan Committee.