



STUDENT HEALTH MANAGEMENT POLICY

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1. SCOPE

- 1.1. This policy applies to the Iona College Community; including Staff, Students, Contractors, Volunteers, Parents, & Friends.

2. POLICY STATEMENT

- 2.1. This policy establishes an effective, safe, accountable and transparent framework for managing the health requirements of the Iona College Community through the Health and Wellness Centre (HWC).
- 2.2. Preserving the Health and Wellbeing of the Iona Staff and Students is a primary concern for the College, and will at its discretion, respond in a way it feels is best to serve the health and wellness needs of the College Community
- 2.3. The College will maintain the necessary resources to assess, treat and fulfil the basic health care needs of the Iona community upon presentation to the HWC.
- 2.4. The HWC will adopt a holistic approach towards healthcare, assisting in the management of complex medical issues such as Anaphylaxis, Asthma, Cardiac, Diabetes, Epilepsy, Haematology, Injury, Mental Health, and Acute illness in the staff and students that attend the College
- 2.5. The HWC Nurses will provide Primary Nursing Care to all Staff and Students at Iona College, facilitate the administration of regular medications and therapeutic measures, administer First Aid, and facilitate the referral to tertiary services if needed.
- 2.6. If HWC Nurses feel an ambulance is necessary, the Queensland Ambulance Service will be contacted and Parents notified.
- 2.7. Incident reports in relation to a significant injuries, head knocks, or severe reactions will be completed in accordance with incident reporting procedures and parents notified.
- 2.8. Any student who sustains a significant injury, head knock, or severe reaction will be contacted the following business day by HWC nurses to enquire on their wellbeing.
- 2.9. Parents are required to alert the nurses via phone or email of any significant injury, head knock, or severe reaction their child may have received over the weekend or during outside school sport to allow for the safe and accurate treatment and management of their son.
- 2.10. All Teachers are required to take a small First Aid Kit, a small medication kit, and any EpiPen's or Schedule 8 (S8) medication in a locked box with them on excursions, camps, or events. This may be collected from the HWC prior to leaving the College.

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Anaphylaxis Management

- 2.11. All Parents must provide the HWC Nurses with their child's updated Anaphylaxis Plans and EpiPen's.
- 2.12. The HWC Nurses must maintain a register of any EpiPen's and Anaphylaxis plans that have been provided by parents.
- 2.13. The HWC Nurses will abide by the respective Student's Anaphylaxis Plan in the management of the student's health, and ensure that:
 - Parents are notified if Student EpiPen's are nearing expiry or requiring replenishment/replacement.
 - Anaphylaxis Plans and EpiPen's are to accompany students on excursions and camps.
- 2.14. If an EpiPen is administered 000 needs to be called and student will need to attend Hospital for monitoring.
- 2.15. The HWC Nurses will manage and maintain a small supply of EpiPen's in the HWC and in First Aid Kits around the College.

Asthma Management

- 2.16. HWC Nurses will follow the Asthma Foundation Guidelines when managing acute presentations of Asthma, unless a specific Asthma Management Plan has been provided by the parents.
- 2.17. The College will manage and maintain a small supply of Ventolin and Spacers in the HWC and in First Aid Kits around the College.

Diabetic Management

- 2.18. All Parents must provide the HWC Nurses with their child's updated Diabetic Management Plans and a supply of diabetic management consumables such as of Insulin and Glucagon pens.
- 2.19. The HWC Nurses must maintain a register of any Diabetic Management Plans and supply of diabetic management consumables that have been provided by parents.
- 2.20. The HWC Nurses will abide by the respective Student's Diabetic Management Plans in the management of the student's health, and ensure that:
 - Parents are notified if Student diabetic management consumables are nearing expiry or requiring replenishment/replacement.

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- Diabetic Management Plans and the relevant diabetic management consumables are to accompany students on excursions and camps.
- 2.21. Parents are also required to provide the HWC with any other consumables that ensure the appropriate management of the Diabetic student can occur, this can include replacement pumps, lines and reservoirs, juice, and insulin pens.
- 2.22. Parents are required to send consumables and hypo rescue foods with their son on camp.

Safe Medication Administration

- 2.23. All Parents must provide the HWC Nurses with their child's supply of Schedule 8 (S8) Medications in its original container with a pharmacy label attached which includes the students name and dose clearly identified.
- 2.24. If allowing their child to deliver S8 medication for storage, Parents are required to email allnurses@iona.qld.edu.au to notify the College that their son has S8 medication in their possession and how many tablets are to be delivered to the HWC.
- 2.25. The HWC Nurses must maintain a register of S8 Medications administered, received and removed from the HWC in accordance with the QLD Governments Controlled Drug Register Q.H.28.
- 2.26. The HWC Nurses will store S8 medications in a locked safe within the HWC.
- 2.27. The HWC Nurses will abide by pharmacy labels in the administering of S8 Medication in the management of the student's health, and ensure that:
 - Parents are notified if Student S8 medication are nearing expiry or requiring replenishment/replacement.
 - S8 medications are to accompany students on excursions and camps in a locked box with a medication chart that includes the student's details, medication details, parental contact details and a photo of the student.
- 2.28. Parents must complete a Health Form yearly before school commences, ensuring current permissions on Compass are accurate and correct, allowing the administration of over the counter medications without parental contact unless deemed necessary.
- 2.29. Students requiring prescription medication whilst at school, eye or ear drops, antibiotics or cold and flu remedies, must bring this medication into the HWC to allow for safe administration and record keeping.

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First Aid Kits/Defibrillators and O² (Oxygen) Management

- 2.30. The College will maintain a supply of Defibrillators, First Aid Kits and Oxygen Cylinders to support the First Aid response of the College.
- 2.31. The HWC Nurses must maintain a register of the location each item, and the contents of each First Aid Kit at the Iona Campus.
- 2.32. The HWC Nurses will monitor stock for expiry or deterioration and replace/replenish as needed.
- 2.33. First Aid Kits located within the HWC are checked on a term by term basis or more frequently if they have been utilised.
- 2.34. First Aid Kits located around the College are to be checked at the beginning of every Semester.
- 2.35. Defibrillators are to be tested and checked at the beginning of every term.
- 2.36. Oxygen cylinders will be maintained in the HWC and are to be tested and checked at the beginning of every term.

Head Injury and Significant Injury Management

- 2.37. The College recognises that Head Knocks are potentially serious and will assess each case to determine if further referral is required.
- 2.38. The HWC will notify parents of any head knocks and significant injuries that occurs, subject to the student presenting to the HWC for assessment.
- 2.39. HWC Nurses will assess each student on their presentation, if it is deemed that they are unwell and are not well enough to remain at the College they will be referred either home, GP or Hospital and this will be communicated to parents.

Acute Illness & Infections

- 2.40. Parents are required to keep unwell students at home.
- 2.41. HWC nurses will abide by QLD Health's 'Time Out' Guidelines to help minimise the spread of infection which dictates that a student who has had a fever, diarrhoea or vomiting excludes themselves from the College until they have been clear of these symptoms for 24hours.
- 2.42. Parents will be contacted via phone call or text to discuss their child's needs and will be requested to collect their son if it is decided they are too unwell to remain at school.

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Infection Control

- 2.43. An Infection Control Management Plan (ICMP) will be completed and reviewed annually.
- 2.44. At the end of every school day, and when deemed necessary after use, the Nurses will undertake a cleansing of the HWC with soap and water or antibacterial wipes.

Excursions & Camp

- 2.45. HWC Nurses must review excursion and camp paperwork to ensure that any student with medical needs such as Anaphylaxis, Diabetes, and (consented and non-consented) medications, is identified.
- 2.46. HWC Nurses must prepare for the event's medical needs and ensure collection by the relevant teacher or nurse attending the event.
- 2.47. Parents are required to provide S8 medications in line with the above Safe Medication Administration guidelines to the HWC prior to the camp departing. S8 Medication will be held in a locked safe until departure.
- 2.48. S8 medication must be signed in/out by the Nurse attending camp onto a medication sheet.
- 2.49. S8 medications taken on excursions or camps must be stored in a locked box.
- 2.50. The HWC Nurses must brief the Nurse attending camp in the lead up to ensure that any student medical concerns are handed over and understood by the nurse who is attending camp.

General Health Matters

- 2.51. Parents are required to update the College of any changes to their son's medical history or contact details, especially whilst travelling, to ensure a care giver can be contacted at all times.
- 2.52. HWC Nurses must compile a Health Alert Booklets yearly and as needed throughout the year if there is a significant addition. These are kept in 7 locations throughout the college – Duhig Staff Room, Music Department, Sports Department x 2, IDT, Library and HWC x 2.

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Nurses Registration

- 2.53. Nurses functioning under this policy are required to maintain their yearly registration with AHPRA (Australian Health Practitioner Regulation Agency).
- 2.54. Other Professional Development training deemed necessary or relevant may be undertaken throughout the year subject to consultation and approval from the Dean of Students
- 2.55. Nurses will also participate in PD weeks where necessary and undertake the necessary mandatory education such as Child Protection training, Fire Safety, CPR etc.

Information & Newsletter inclusions

- 2.56. HWC Nurses may develop and deliver training to the wider community on relevant health matters.
- 2.57. This may be delivered in the newsletter, through presentations, email, or other information sheets sent from the College
- 2.58. HWC Nurses will alert the school community to any instances of infectious diseases or a spike in cases via a publication in the newsletter.
- 2.59. HWC Nurses will alert staff to any necessary concerns that might affect them and they are encouraged to seek guidance from Nurses or Human Resources if concerned.

Extra Services

- 2.60. Nurses, when required, will set up a portable HWC to cater to health management needs at events such as OMAD (day), cross country and sports days to ensure the timely assessment and management of students at these events.

3. POLICY MANAGEMENT

Compliance, monitoring, & review

- 3.1. The Rector is the Primary Policy Officer, delegating implementation and management of this policy to the Dean of Students, the Prosper Centre, the HWC, and their contingent workers.
- 3.2. The policy officer and the identified delegates will monitor any trends, issues, cases, and breaches of policy to determine if the policy is current, effectively communicated, implemented, and followed.

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- 3.3. Breaches to this policy will be managed in accordance with the College's Misconduct and Performance Management Policy.
- 3.4. Sources of data include: Incidence rates of injury or illness, presentation numbers, staff feedback, unit changes.
- 3.5. This policy is to be reviewed immediately after a substantial breach in policy, otherwise the policy is to be reviewed in 2 years from the date of publication.

Reporting

- 3.6. Each student presenting to the HWC must be recorded on Compass as a Sickbay Entry and presentations as a result of an incident must be indicated as such.
- 3.7. The associated registers for the maintenance and tracking of S8 Medication, EpiPen's, Diabetes management consumables, and other HWC managed items must be updated regularly.
- 3.8. The Health records of students remain the property of Iona College, they are stored and maintained in accordance with the relevant legislation and Iona College Privacy Policy to ensure that confidentiality of personal and sensitive information is maintained.
- 3.9. Consultation with relevant staff, parents and external agencies with regard to personal medication information is on an "as needed" basis and must occur with respect for the students privacy.
- 3.10. The policy officer and identified delegates must provide the College Leadership Team and the Risk and Compliance Committee with quarterly reports of Student Health Indicators.

Records Management

- 3.11. The Policy Officer and delegates must maintain all records relevant to administering this policy in a recognised College recordkeeping system
- 3.12. Health records of Students and Staff must be retained for a minimum period of 100 years.
- 3.13. The records of the associated registers for the maintenance and tracking of HWC managed items must be retained for a minimum period of 7 years.

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4. DEFINITIONS

Term	Definition
Primary Nursing Care	Primary nursing care is the first level of care that patients receive from nurses and is focused on patient wellness and the prevention of severe health conditions.
Acute illness	An acute illness suddenly occurs with a rapid onset. These conditions tend to resolve quickly on their own or with medical treatment.
AHPRA	Australian Health Practitioner Regulation Agency
Anaphylaxis	Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death. It typically causes more than one of the following: an itchy rash, throat or tongue swelling, shortness of breath, vomiting, light-headedness, and low blood pressure. These symptoms typically come on over minutes to hours.
Asthma	Asthma is a common long-term inflammatory disease of the airways of the lungs. It is characterized by variable and recurring symptoms, reversible airflow obstruction, and easily triggered bronchospasms. Symptoms include episodes of wheezing, coughing, chest tightness, and shortness of breath.
Cardiac	Relating to the heart.
Diabetes	A disease in which the body's ability to produce or respond to the hormone insulin is impaired, resulting in abnormal metabolism of carbohydrates and elevated levels of glucose in the blood.
Diabetic management consumables	Items used in the management of Diabetes, including but not limited to Glucagon, juice, insulin pumps, etc.
Epilepsy	A neurological disorder marked by sudden recurrent episodes of sensory disturbance, loss of consciousness, or convulsions, associated with abnormal electrical activity in the brain.
EpiPen's	This policy refers to all auto-injectable as EpiPen's as it is colloquially known. EpiPen is the brand name of an auto-injectable device that delivers the drug epinephrine. It is a life-saving medication used when someone is experiencing a severe allergic reaction, known as anaphylaxis.
Haematology	The branch of medicine involving study and treatment of the blood.
Schedule 8 (S8) medication	A list of commonly used substances and preparations classified as drugs of addiction

5. FEEDBACK

- 5.1. Provide feedback about this document by emailing Compliance@iona.qld.edu.au



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6. VERSION HISTORY

Date	Approval and Amendment History	Details
13/03/2020	Initial Draft	
20/03/2020	Final Draft	

7. APPENDICES

Not Applicable