

HEALTH

HEALTH PROCEDURES

Health Centre Opening Times

Monday to Friday	8.00am – 4.00pm
Saturday/Sunday	24 hrs on call person SBHA or HOB

Registered Nurse: Jenni Conti

Telephone: (03) 6336 6033

Mobile: 0419 329 576

Email: healthcentre@lcgs.edu.au

Emergency Action Plans

Emergency action plans for various students are displayed within each house offices. These are for students who may require immediate emergency assistance.

Each staff member should make themselves aware of:

- Students within the boarding community who have an action plan
- Nature of the action plan
- The procedure to follow should an emergency occur to one of these students

Medical Procedures Involving Boarders Policy

- Students should be sent to the Health Centre by boarding staff when it is open. Should a student not be feeling well or has sustained an injury outside of the Health Centre opening hours, the boarding staff member should ring the 'On Call' senior staff member who will then contact the Head of Boarding and discuss the situation.
- If it is an emergency the SBHA should ring an ambulance and contact the 'On Call' SBHA. If the 'On Call' SBHA cannot be contacted then the Head of Boarding should be contacted.
- If it is required that the student does not attend classes they must remain in the Health Centre until approximately 3:45pm and should not be sent back to the house under any circumstances until staff are on duty. The student must report to the Boarding House Assistant on their return. The Health Centre staff will inform the parents of the student's condition.
- Transport for students going to medical/dental appointments will be organised by the Boarding Staff/Health Centre Staff.
- Parents who make medical appointments should notify the Health Centre giving as much notice as possible.

Administration of Medication Policy

- Students should not keep any medication in their rooms unless approved by the Health Centre.
- If medication, without prior permission, is found within a student's room then it should be removed and sent to the Health Centre.
- All medication in boarding will be administered in a webster pack via the Health Centre during opening hours and by boarding staff in a webster pack in the houses after hours, if required outside of the Health Centre opening times. This may include medication such as antibiotics and other prescription medication.
- Where possible, a member of the Health Centre team is the appropriate person to administer Schedule 8 drugs.
- If this is not possible, these drugs will be administered by the relevant Senior Boarding House Assistant.

- Any medication to be issued to boarders by either the boarding house staff or the Health Centre, must be received through the School's Health Centre with a letter of authorisation from the parents and a medical practitioner.
- Medication that is to be administered to students by boarding staff must be locked in the safe within the boarding house office at all times.
- Any staff member issuing medication must fill out and sign the Medical Record sheet so that all medication is accounted for. This information should then be included under the 'Medication' section within the nightly End of Duty Report.
- It is the responsibility of the staff member on duty to ensure that they are aware of students needing to be administered medication. A list of students needing medication, and the times their medication is to be administered, is kept in the medical file in each boarding office.
- If a student does not report to the office by the correct time, the staff member on duty in the house must endeavour to locate the student. If the student is not found the staff member must undertake the procedure dealing with "A Student Appearing to be Missing"
- When replenishing the supplies of medication, the Health Centre should verify that all medication has been accounted for.
- If this is not the case, the Head of Boarding should be notified immediately to investigate any discrepancies.

Student Follow-up

In an effort to ensure that there is follow up of students who have visited the Health Centre each day the following procedures should occur:

The Health Centre will email the relevant Senior Boarding House Assistants, Head of Boarding and update them on the student's condition, medication given and any follow up medication that will be required overnight.

- The Senior Boarding House Assistant will ask the Boarding House Assistant, including themselves, to make contact with each student. If possible the Senior Boarding House Assistant should see the students from their house but if they are not available another Boarding House Assistant would be asked to check on the student.
- If there appears to be a deterioration in the student's condition the Senior Boarding House Assistant should be contacted. It may then be necessary to contact the Health Centre staff member on call.
- If possible the Senior Boarding House Assistant / Boarding House Assistant should make contact with the student/s the following morning to check on their condition and to direct them to the Health Centre should it be thought to be necessary.

MEDICAL ASSISTANCE CONTACTS

Mowbray Medical

3/282 Invermay Road Mowbray.

Ph 63267555

An appointment is saved for LCGS Boarders each day but need to ring prior to 0830hrs.

Medical Emergency

PH 000 (Triple Zero)

Launceston General Hospital Accident and Emergency Department

274-280 Charles Street Launceston

PH 67776777

Launceston Medical Service

247 Wellington Street Launceston

PH 63888111
Monday-Friday 7am-9pm
Weekends 9am-5pm
Walk In Clinic Monday- Friday 6pm-9pm
Weekends 1pm-5pm

Launceston After Hours Medical Service
50A Franklin Street Launceston
PH 63314588
Opening hours
Friday 6pm-10pm
Weekends 830am-10pm
Appointment is required.

Health Direct Help Line After Hours
PH 1800 022 222
Speak to RN who will advise on the right care for your concern.
You may be offered a call back by a Tasmanian GP or On Call Doctor.
They can do home visits if needed.

Public Health Hotline
1800 671 738

MEDICAL FORMS

Please return medical forms with enrolment forms, as it is very important we receive this information early in order to check and note any problems or special requests regarding your child.

VACCINATIONS

Please ensure your child has had all vaccinations and make sure booster doses are up to date. Recent information from the Community and Child Health Department advises Sabin (Polio) and Tetanus boosters should be updated every 10 years, following the 5-year-old pre-school vaccinations. Combined vaccinations (Measles/Mumps/Rubella) can also be given at an early age as well as a second one at age 15. Hepatitis 'A' vaccinations are now available. Hepatitis 'B' vaccinations should be given to every child at an early age. There is no cure – but prevention is possible. The risk of the spread of Hepatitis 'B' in our homes and schools is very real. The Health Centre also offers annual influenza vaccinations to all our boarders.

MEDICATION

Health Centre staff support all boys and girls who require over the counter or prescription medication while in boarding. As some medications interact adversely, we ask that parents advise us of any medication that their child is taking.

All medication is administered under the supervision of the Health Centre staff. This enables the Health Centre staff to monitor the effectiveness of the medication.

Outside of Health Centre hours, medication will be administered by the boarding staff on duty, from a Webster pack filled by a pharmacist with the student's name, medication, dose and time to be given clearly labelled.

Asthma medication must be kept by the student for self-medication.

ADRENALINE AUTO INJECTORS (EPIPENS)

Parents of students with anaphylaxis must provide two (2) anaphylaxis kits containing an epipen, antihistamine medication and an Action Plan. One kit is kept in the boarding house office and the other is kept by the student and taken to school each day.

ACCIDENTS

On the sports field, in the residences, or elsewhere on campus should be reported to the Health Centre staff on duty and treatment for all such accidents must be attended to by the Health Centre staff who will then contact a doctor if necessary.

MEDICAL APPOINTMENTS/TRANSPORT

All appointments must be organised through the Health Centre so that Boarding can accurately keep medical records. Transport to and from Medical Appointments can be arranged in the event that a families Launceston-based host is unable to take the student. However, we ask that families make an effort to contribute in this regard.

Please contact the Health Centre by: email healthcentre@lcgs.tas.edu.au or call **03 6336 6033**.

In an emergency situation, an ambulance will be called immediately, and staff will accompany the student until family or the families nominated Launceston-based host can get there.

If your child needs to see a Physiotherapist, Dentist, Orthodontist, Chiropractor etc., these appointments should be made with practitioners who are located within the Launceston City area close to the School (within 10kms). Wherever possible, specialist appointments should be made at a time that family can accompany the student.

GENERAL MEDICAL

Parents are encouraged to call in and introduce themselves to the Health Centre team and the nursing staff are more than happy to answer any questions or concerns you may have while your child is in the Boarding Community.

If you have any concerns or wish to update us about your child's health, please feel free to call in or contact us in the Health Centre on **03 6336 6033**.

MEDICAL COSTS – AUSTRALIAN RESIDENTS

When a boarder consults a doctor, or attends a medical appointment, their account will be sent to the parents.

Any medication ordered by the doctor and supplied by the pharmacy will be charged to boy and girl's school account via the Health Centre.

MEDICAL COSTS – INTERNATIONAL RESIDENTS

When a boarder attends a medical appointment, the account is sent to the Health Centre where it is processed and sent to Medibank Private. When the rebate is received by the Health Centre the outstanding balance is debited to the boy and girl's school account unless parents advise otherwise.

Any medication ordered by the doctor and supplied by the pharmacy will be charged to the child's account.