

POLICY NUMBER: SSCPOL011:3**POLICY TITLE: Student Medical Disclosure and Medication**

Supersedes: SSCPOL011:2

Release Date: January 2020

Review Date: January 2021

1.0 PURPOSE AND SCOPE

The purpose of this policy is to ensure the appropriate approach to medications and medical disclosure at Skillset Senior College Limited (SSC) is followed.

This policy relates to all SSC staff and students

2.0 POLICY

Students and parents / carers will be asked to complete a medical section of the SSC enrolment form upon enrolment into the school. The information collected here will be treated in complete confidentiality and be securely transferred to the online Sentral data base.

Students who take prescribed medication are responsible for the control of such matters. Students who take medication should provide details of dose, brand, times of medicating, and the Doctor prescribing the medication. The school should be notified of any changes to the student's medication schedule that occur outside the annual disclosure schedule.

SSC Staff cannot mind/issue medication to students.

SSC Staff cannot provide headache or pain relief tablets to any student unless the consent to issue these medications is given by the legal guardian of the student in writing. This consent forms part of the SSC enrolment form and is kept on file and reflected in the school database Sentral.

Should a student advise a staff member that they are feeling unwell, the student will be allowed to leave the property to go home or be offered an adequate, quiet space within the school to rest until they feel able to return to class.

Should a student disclose any significant health issue that may affect their daily attendance and participation in the program such as, but not limited to:

- Asthma
- Anaphylaxis
- Diabetes
- Epilepsy
- Significant mental health challenge

A medical/health management plan will be designed and implemented specifically for that student with assistance from the student, their parent, guardian, caregiver and medical professional that outlines but is not limited to:

- Requirements & strategies for keeping the student safe while on the property
- Risk assessments and management strategies pertinent to that student, staff and other students
- Any additional directions made by parent, guardian, caregiver, and medical professional: e.g. contact emergency services

Authorised by: Abbey Barrett

Position: SSC Head of College

Date: January 2020