



# HEALTH MANAGEMENT ACCOMMODATION PROVIDERS

## Introduction

Accommodation Providers have a duty of care to those in their care to provide adequate and appropriate access to health services when medical attention is required. The items below are suggestions made by the school to accommodation providers about how to handle the health of students. The responsibility of medical care of student in private accommodation is the providers and not ACS (International)s.

## Emergency Situations

1. **In the event of a medical emergency the responsible adult may call an ambulance on 995.**
2. The accommodation provider should contact the appropriate parent/guardian regarding the transfer by ambulance to a hospital. Advise the parent/guardian of the student's condition and the hospital to which the student is being transported. If the parent cannot be contacted, the emergency contact for the student shall be contacted.
3. Any student travelling by ambulance without a parent/guardian present, should be accompanied by the responsible adult until the parent/guardian is present.

## First Aid Procedures

1. Assess the presenting injury or illness.
2. Establish the history of the student's injury or illness, e.g. how it occurred, where it occurred, when the student first felt unwell.
3. Obtain relevant medical details: past medical history, allergies, current medications, etc.
4. Refer to medical action plans supplied by a Medical Practitioner and or Registered Pharmacist (if applicable). Medication will not be issued to any student without a current medical action plan or notification from a medical practitioner for its specific use
5. Administer appropriate first aid according to the level of first aid training.
6. Where necessary, contact the appropriate parent/guardian regarding further treatment. If further treatment required and unable to contact the appropriate parent/guardian, telephone for an ambulance.
7. Any illness or injury that requires more than First Aid management/treatment is to be referred for medical follow-up either via guardian pick up or call 995 to arrange for transported by ambulance to an Emergency Department (to be decided by the ambulance service) of a public hospital.
8. In the event that a parent/guardian is unavailable to accompany the student in the ambulance and to the hospital a responsible adult will accompany the child until a parent or guardian arrives.
9. Notify ACS (International) of injury and subsequent treatment.
10. The accommodation Provider will maintain accurate medical records.

## Management of Student Health

To provide ongoing health management for children in their care to, the accommodation provider should;

- Seek the medical background of the student and accurately and securely record this information in an accessible way.
- The accommodation provider asks parents/guardians/student to update the provider in writing of any routine and predictable emergency health care support that may be required.

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To provide ongoing quality of service and health management for students to maintain health, the accommodation provider will;

- Liaise with parents/guardians regarding treatments, ongoing management and follow up, such as asthma action plans, diabetes action plans, to obtain relevant information from parents/guardians regarding chronic and ongoing medical conditions.
- Recognise if there is a need for ongoing counselling and refer a student when appropriate.
- Recommend a child sees a doctor or goes to hospital for further assessment if medical need increases.

### **Student MC Procedure**

The school has developed a procedure from the management of student medical certificates (MC's) and parental letters informing the school of injury or ill health which may be emailed to the school or brought into school by the student themselves.

Accommodation providers pass on all details of medical incidents to the school, including Medical Certificates that have been issued to the child in a timely manner.

### **Management of Medications**

The accommodation will be aware of medications that student take, including storage conditions, dosage, frequency, administration, side effects and any other issues related to the medicine.

### **Record Keeping**

- All medical information and records should be treated as confidential information and will only be accessible by authorised responsible adults.
- All information of any routine and predictable emergency health care support that may be required should be recorded.
- The accommodation provider should provide opportunities for the family to update medical records as required.
- Details will be recorded of each instance where a student presents with a medical need.