

St Bede's College Boarding House
Health Procedure



Rationale

To ensure safe, secure processes are adhered to with regard to student health and safety and to ensure all students medical, accident, dental and mental health needs are met.

Health Issues

Accidents or injuries of a serious nature or potentially life-threatening conditions go directly to the Emergency Department at Christchurch Public Hospital

Urgent but non-life threatening illness/injury go to the 24 Hour Surgery

Mental Health Crisis. If immediate risk of harm to self or others contact Crisis Resolution

Non-Urgent health issues can be discussed with Healthline, or a Manager

Dial 111 for an ambulance

ALL Students requiring hospital treatment MUST be accompanied by a staff member.

All students under 16 must be accompanied to any medical appointments

Parents and the On-Call Manager must be contacted immediately

24 Hour Surgery 401 Madras St

Crisis Resolution 0800920092

If you are unsure at any time please contact Manager on duty

Information Gathering

1. Upon enrolment, all students must have a Health Questionnaire completed and returned to the Boarding Administrator.
2. The Boarding Administrator will review this information, and if required may request further information from parents/caregivers.
3. Information is entered into onBoard by management prior to the student commencing residence.
4. Relevant medical information is shared with staff at the beginning of year staff meeting, or when practicable for students commencing enrolment during the year. The Boarding Administrator will determine in consultation with families if all information shall be shared with staff on a case by case basis to protect the privacy of the student.
5. Sensitive information is stored on the database under the security log in of the Deputy Rector, such information is shared by the Deputy Rector to other staff strictly on a need to know basis when, and if required.
6. This information is kept for the sole purpose for which it was gathered, and is not used for any other purpose.

First Aid and Supplies

1. As per Hostel Licensing requirements, at least one staff member on duty (or on call) shall have their Work Place First Aid Certificate,
2. All staff are encouraged and provided with opportunities to complete First Aid training,
3. The Boarding Administrator shall ensure the First Aid cupboard is stocked to at least minimum standards as outlined by the Hostel Licensing requirements. Termly audits occur to ensure stock is adequately maintained.
4. Staff shall communicate with the Boarding Administrator when any such supply is running low,
5. The boarding school shall provide necessary basic medical supplies to boarders. Where specialist supplies are required, such cost is met by parents and caregivers.

Administration of Medications

1. No student is to have prescription medication or over the counter medication in their possession. All medication is to be kept in a locked cupboard in the Health Room, or locked chiller where required.
2. No student is to have any illicit substances in their possession.
3. Students at all times will have access to medical supplies, including personal medications via staff.
4. Any medical supplies given to a student must be recorded in onBoard. This includes prescription medication which is preloaded into onBoard.
5. In built alerts notifying of missed medication must be followed up by the Director of Boarding, or nominee who receives the alert.
6. The Boarding Administrator shall monitor administered medication and report irregularities or concerns to the Director of Boarding.

Accidents and Incidents

1. Any incident occurring at the Boarding School, or on a Boarding School EOTC trip, is to be reported to the Deputy Rector.
2. The Deputy Rector shall determine whether an incident form is to be completed. An incident review is carried as part of the regular review process in staff meetings.
3. Parents of students involved in an incident or accident shall be contacted as soon as practicable by boarding staff.
4. Students requiring treatment at Hospital or any urgent care facility shall be accompanied by boarding staff in the first instance, until they are supported by their parents or designated support person.

Management of Illness/Injury

Within School Hours:

1. Students are to go and see Mrs Davidson in the day school, she will contact the Boarding Administrator who will determine an appropriate course of action.
2. If the student is not well enough to attend school they are to return to their rooms and will be monitored by the Boarding Administrator or Director of Boarding. They will record these checks on the onBoard database. These should be done hourly or more frequently if required. Students who require monitoring outside of reasonable expectations shall be required to go home.
3. Any student who is unable to attend school is not permitted to have leave for any circumstance after school or that evening.
4. Where deemed appropriate, the Boarding Administrator shall contact parents when their son is absent from school. When a student is absent for the second day, parents must be contacted.
5. Students with an infectious illness are to be collected by parents and taken home until they are free from illness. Boarding school management reserves the right to send unwell students home where deemed necessary, as part of precautions to reduce the spread of illness.
6. Dr John Coughlan is the College doctor. He is available to see boys urgently if required, please contact the Boarding Administrator to arrange this.

Outside School Hours:

1. Students are to seek the assistance of a staff member on duty who will complete their initial assessment, who can then contact their manager or Healthline at any time for advice.
2. If the illness/injury necessitates the student being absent from school the student must see the Boarding Administrator on duty prior to commencement of the school day.
3. If urgent but non-life threatening illness or injuries occur outside of working hours the students are to be taken to The 24 Hour Surgery, 401 Madras Street.
4. Where students are under the age of 16, all practicable steps to have an adult attend appointments must be taken. Where this is not possible, parents shall be informed prior to the appointment.

5. Any illness/injury requiring immediate off-site attention or an ambulance - Staff are required to notify the on-call manager and parents immediately. When time allows they are to complete an incident form on onBoard.
6. Non-Urgent illness/injury requiring further attention - Staff are required to document all relevant information into onBoard, alerting the Boarding Administrator
7. Illness/injury not requiring further attention - Staff are required to document relevant information into onBoard, alerting the Boarding Administrator.

Medical Appointments

1. The Boarding Administrator shall make medical appointments on behalf of students after consultation with parents.
2. The Boarding Administrator shall ensure students are transported to and from medical appointments in a timely and safe manner.
3. Any subsequent treatment shall be overseen by the Boarding Administrator.
4. Where students are under the age of 16, all practicable steps to have an adult attend appointments must be taken. Where this is not possible, parents shall be informed prior to the appointment.
5. Costs of medical appointments, treatments and prescriptions are the responsibility of parents.

Pandemic

1. In the event of a notified Pandemic, the Boarding School Pandemic Plan will override this procedure.

Emotional and Mental Health

1. All students in accordance with Hostel Licensing requirements, as Policy including 'Relationships and Ill Treatment' shall be provided with regular support and guidance with regard to their mental and emotional wellbeing,
2. If there is an immediate risk of harm to self or others the on call manager is to be contacted immediately and a phone call to Crisis Resolution 0800 920 092. Parents/caregivers will be immediately informed. The only exception to this is if any notification enhances, or is the cause of any trauma.
3. All staff shall be capable of providing adequate, timely and professional support to all students. Staff are provided training as part of the regular induction and ongoing PLD.
4. Regular Ako meetings, for both groups and individuals are held at least once per month. Appropriate records are kept within the onBoard system.
5. Students are surveyed at least once per year on Physical and Emotional Wellbeing, and Pastoral Care.
6. The Guidance Counsellor is accessible to Boarders, through individual appointments made by the student, or by referral from the Boarding Leadership Team.
7. The Deputy Rector/Director of Boarding shall liaise with support agencies, attend relevant meetings, and implement subsequent plans where appropriate.
8. Where the Deputy Rector or Director deems students are at risk, parents will be contacted, unless this action is deemed to enhance the risk to the student, in which case the Child Protection Policy supercedes.

9. The Deputy Rector has ultimate responsibility for ensuring the emotional safety of Boarders. He delegates the day to day care for students to the Director of Boarding and supervisory staff.
10. Students engaging in self-harm or a behaviour/thought pattern that endangers the safety of themselves or others within the community can expect support with regard to their welfare within acceptable risk parameters. Options for the Director of Boarding/Deputy Rector include:
 - a. Implementing a safety plan that negates immediate risk and promotes ongoing safety for all, personal and whanau support, or
 - b. Removing the child from the Boarding House until the Deputy Rector is satisfied that adequate Health and Safety practices are in place to enable a return. This may be short or long term and done in consultation with parents, whanau, the student and other relevant stakeholders within each situation.

All students can expect:

- c. Parents/caregivers will be informed. The only exception to this is if any notification enhances, or is the cause of any trauma. If this is the case relevant health professionals and authorities will be contacted.
- d. Referral onto an appropriate support agency

Health and Safety

In line with the Health and Safety at Work Act 2015 it is expected students:

1. take reasonable care for their own health and safety
2. take reasonable care that their behaviour does not adversely affect the health and safety of others
3. comply with any reasonable instruction from the Director of Boarding, including policy and procedure to comply with the Act.

January 2018

Next review: January 2019