

# VCE / VCAL Management of Medical Conditions Procedure

## 1. Purpose

To define the process for the management of student medical conditions, medication administration and illnesses for students enrolled in our VCE/VCAL and Youth programs.

## 2. Scope

This procedure applies to the management of medical conditions, administration of medication and illnesses for all students enrolled in the Institute’s Senior Secondary College (VCE and VCAL) and Youth Programs.

## 3. Procedure

Detail the steps or processes required to implement the procedure.

ACTION	RESPONSIBILITY	GUIDANCE
Pre-Enrolment	Student / Parent	All students applying to study at The Gordon are requested to provide information regarding medical conditions, diagnosed disabilities or additional learning requirements as part of their course application.  For students who are under 18, additional information is requested in the form of a detailed declaration by their Parent / Guardian.
	Admissions Officer	Review student’s application and identify any declaration of a diagnosed disability, illness or conditions that may require support or an action plan put into place.  Refer student enrolment to the Student Support Office.
	Student Support Co-ordinator	Liaise with parent / guardian to establish the student’s support needs.  Where a medical issue is identified, such as asthma or anaphylaxis, request a copy of any existing Health Management Plan.  If a plan has not already been documented by the student’s Doctor, the parent/guardian, or student if over 18, they are advised that they must provide a Student Health Management Plan. The plan must detail: <ul style="list-style-type: none"> <li>• Steps for management of the student’s condition</li> <li>• Any medicines/medications the student is authorised to self-administer</li> <li>• Emergency contact details</li> </ul>
Pre-commencement	VCE / VCAL Program Assistant	After admission into the course, provide all enrolling student’s parents/guardians with an information pack. All forms to be completed and signed must be sent by Operoo and include an: <ul style="list-style-type: none"> <li>• External Activity Authorisation form</li> <li>• Medication Administration record form</li> </ul>

		<p>VCE/VCAL Administration Office to monitor the forms are returned prior to their course commencement.</p>
	Parents / Guardians	<p>Provide VCE/VCAL Program Assistant with the Student Health Management Plan, including as relevant to their child's enrolment</p> <ul style="list-style-type: none"> <li>• Student health management plan</li> <li>• Asthma and allergenic reaction management form</li> <li>• Indemnity Activity and Medical authorisation form</li> <li>• Other medical forms listed as appropriate</li> <li>• Where appropriate confirmation their child is authorised to self-administer medication and what medication is to be used.</li> </ul> <p>Where the Institute is to be authorised to store medication for emergency administration, provide the Medication Administration Record Form confirming the medication and dosage to be used.</p> <p>Provide prescribed medication in original container, clearly labelled with the student name, doctor authorisation documentation and possible adverse reaction to medication.</p> <p>Parents/guardians are responsible for renewing medication documentation during the enrolment year when prescriptions, medications or dosages change.</p> <p>At the commencement of each new enrolment year a new authorisation must be provided.</p>
Orientation period	Youth Program Support officer	<p>Review all Student Health Management Plans.</p> <p>Retain copies of forms in student's individual file.</p> <p>Based on student's enrolment location, ensure file is retained securely in:</p> <ul style="list-style-type: none"> <li>• VCE Administration Office (City Campus)</li> <li>• GTEC Administration Office (East Geelong Campus)</li> </ul> <p>Provide briefing to program teachers in relation to students specific support needs and where to access the Student Health Management Plan and/or any medication the Institute is authorised to administer.</p> <p>Inform teachers, parents/guardians and students of their responsibilities for student self-administration of medication in an emergency.</p>
	Senior College Principal	<p>Ensure all VCE and VCAL employees are aware of their role and obligation in the Management of Medical conditions and where specific conditions require staff training that this is facilitated through the First Aid Program or other specialist provider.</p>
During Program Delivery	Youth Program Support officer	<p>Regularly meet with students to monitor any changes in student health and wellbeing.</p> <p>Request from student, or parent/guardian an updated Student Health Management Plan where adjustments have been made.</p>

		<p>Document any updated health, support requirements or illnesses in the student file.</p> <p>Confirm any student authorised by their parent / guardian to self-medicate has the skill level necessary to use the medication or device that is necessary to administer the medication.</p>
	Student	<p>Inform Youth Program Support officer of prescribed medication in possession and ensure current Student Health Management Plan has been provided covering prescribed medication.</p> <p>Students authorised to self-administer medication are responsible for the management of their personally held prescribed medication.</p>
	Senior College Principal	<p>Ensure non student held self-administered prescribed medication is to be centrally stored in a designated secure locked place</p> <p>Two or more staff are to be designated for medication administration, documentation of dosage and storage.</p> <p>Records of all student medical documentation are to be maintained, and retained for seven years following departure of student.</p> <p>On a quarterly basis survey the administrative processes and report any discrepancies found regarding the administration of medication to students to the Risk Safety and Wellness office.</p> <p>Provide opportunities for training of personnel to:</p> <ul style="list-style-type: none"> <li>• Administer medications</li> <li>• Undertake and maintain first aid training currency</li> <li>• Undertake youth mental health first aid training</li> </ul> <p>Ensure the six rights listed below are followed to ensure that errors in giving medications are avoided:</p> <ul style="list-style-type: none"> <li>• Right student</li> <li>• Right medication</li> <li>• Right dosage</li> <li>• Right time</li> <li>• Right route</li> <li>• Right documentation</li> </ul>
Management of first aid incident	Teacher / Staff Member	<p>Follow Institute first aid incident management response to attend to the welfare of the student.</p> <p>As soon as practicable, when the First Aid Officer and/or Security Officer are in control of the scene, advise the Youth Program Support officer of the incident.</p> <p>If student's injury does not allow them to remain in class, but does not require offsite medical treatment, take student to campus' designated Quiet Room.</p> <ul style="list-style-type: none"> <li>• City Campus, VCE Hub, T Block, Level 1 Youth Program Support Office (T1.06c)</li> </ul>

		<ul style="list-style-type: none"> <li>East Campus, GTEC Building, P Building, Level 1 Room P1.03 Beside VCE/VCAL Administrator's office</li> </ul> <p>Advise adjoining staff office that student is in the Quiet room and the nature of the situation.</p> <p>Notify Senior College Principal of the situation.</p> <p>Follow Institute reporting protocols to notify Risk Safety and Wellness Office of incident</p>
Management of Illness	Teacher / Staff Member	<p>Follow Institute first aid incident management response protocols to attend to the welfare of the student.</p> <p>If necessary organise for a First Aid Officer and/or Security Officer to attend and provide first aid support.</p> <p>If student is too unwell to remain in class, take student to campus's designated Quiet Room</p> <ul style="list-style-type: none"> <li>City Campus, VCE Hub, T Block, Level 1 Youth Program Support Office (T1.06c)</li> <li>East Campus, GTEC Building, P Building, Level 1 Room P1.03 Beside VCE/VCAL Administrator's office</li> </ul> <p>Advise adjoining staff office that student is in the Quiet Room and nature of situation.</p> <p>Notify Senior College Principal of the situation.</p> <p>Follow Institute reporting protocols to notify Risk Safety and Wellness Office of student illness.</p>
Notification of incident to parent / guardian	Youth Program Support officer	<p>As soon as practicable, call the student's nominated emergency contact and inform them of the incident including as relevant to the situation</p> <ul style="list-style-type: none"> <li>The general nature of the injury or illness</li> <li>If the student has been transferred to a medical facility – which medical facility was attended</li> </ul> <p>If the student is able to return home, where they are to be collected from and who the contact is.</p> <p>If the parent/guardian is unable to pick up student, a taxi is to be arranged to transport the student home.</p>
End of year and or enrolment	Parent / guardian	<p>Collect and remove medication from Youth Program Support Officer when treatment has been completed, enrolment year is completed or on withdrawal of child from course.</p>
	Youth Program Support officer	<p>Within two weeks of the last day of the students enrolment and / or school year, under the supervision of the Senior Secondary College Principal, destroy all medications not picked up by parents / guardians, using the following procedures:</p> <ul style="list-style-type: none"> <li>Oral medications should be crushed and placed into a biohazard bag for disposal, refer <i>Management of Biological Waste OHS PR 10</i></li> <li>Epi pens or inhalers should be taken to the local hospital for disposal</li> </ul>

#### 4. Responsibilities

POSITION	GOVERNANCE / RESPONSIBILITY
Senior College Principal	To ensure these processes are implemented across the youth programs To ensure that program staff have access to relevant personal and professional development in managing first aid and student welfare support
Youth Program Support Officer	To collect, store and review all external activity medical authorisation forms and student health management plans and to notify parent/guardian of any first aid incident
Teacher	To implement first aid and injury and illness support processes in accordance with Institute procedures and this procedure
VCE/VCAL Program Assistant	To ensure that at the commencement of each year, and then on each year's re-enrolment parents/guardians receive all relevant forms for endorsement in relation to their child's safety and welfare

#### 5. Key aligned internal documents

Refer to the [Operational Management System \(OMS\)](#) for copies of all policies, procedures and supporting documents.

*Activity indemnity and medical authorisation form – VCE / VCAL SSC FO 07.01*

*Asthmatic Management Form SSC FO 07.02*

*Allergenic Reaction Management Form SSC FO 07.03*

*Action Plan for a student with diabetes SSC FO 07.04*

*Epilepsy Information and Action Plan SSC FO 07.05*

*Medication administration record form SSC FO 07.06*

*Panic attack information and action plan SSC FO 07.07*

*VCE / VCAL Assessment Policy and Procedure SSC PR 02*

*VCE / VCAL Authentication Policy and Procedure SSC PR 03*

*VCE / VCAL Special Provisions Policy and Procedure SSC PR 04*

*VCE / VCAL Satisfactory Completion Policy and Procedure SSC PR 05*

*VCE / VCAL Administrative Procedure SSC PR 06*

*VCE / VCAL Student Records Management SSC PR 08*

*Admissions and Selection Policy STS PO 22*

*Management of Pre-Training Reviews STS PR 23*

*Admission of Underage students RISK PR 18*

*OHS Injury and Illness Reporting and Investigation OHS PR 03*

*First Aid Procedure OHS PR 04*

*Privacy Policy RM PO 04*

*Management of Biological Waste OHS PR 10*

#### 6. Key aligned external documents

*Guidelines for Non-school senior secondary education providers: Minimum standards for registration to provide an accredited senior secondary course*

#### 7. Review and approval

	<b>POSITION</b>	<b>AREA</b>
<b>Business Process Owner</b>	Head	Centre for Culinary, Education and Teaching CET
<b>Review schedule:</b>	This procedure will be reviewed every 3 years (or earlier as required)	
<b>Last reviewed / updated:</b>	18 August 2021	