

## Health Procedure Swanleigh

The Health Centre is staffed Monday to Friday for genuine medical concerns.

- Credit slips from the Health Centre are for toiletries, medical and photo developing supplies only.
- Taxi slips from the Health Centre are only distributed for transport to medical or dental appointments. Where possible these are to be organized by the student after school and before tea time.
- House parents can obtain notes for the Health Centre from reception. Students will not be seen without a note signed by their house parent.
- Students sick in the Health Centre will be released to their houses at 5:00pm so that they may come to dinner with their house. Arrangements for students needing to be cared for on a one on one basis overnight will be attended to by the senior staff member on duty.
- When medications are prescribed for students, they will be placed in house parent pigeonholes. House parents must retain the medications in the locked cabinet, not give them to the students.
- Students can not be exempted from school without visiting the Health Centre.
- When parents need to be contacted about a student's illness, the Registered Nurse, Doctor or Senior Staff must do this.
- The Health Centre requires a list of each child who takes regular medication (eg: daily, weekly). This list should include medication for Asthma (eg: puffers used on a regular basis) and any other regular medication. All students' own medication must have a name on. Medicines in the houses need to be in the locked cabinet. Medicines to be written in a book when given.
- When handed Dexamphetamine and other ADD tablets by parents please count to see how many there are, or bring to the Health Centre. This must be recorded.
- To provide a level of safety for House Parents administering medication, contact the Health Centre via the phone, prior to administering any medication of Panadol.
- Any unused medication must be returned to the Health Centre. No medicines are to be left in the houses at the end of the year. Please give back to students or to Health Centre.
- Duty Driving for the Health Centre – will be catered for by the regular duty driving roster, prepared on a term by term basis. Please make sure to return the travel payment form to the Health Centre for signing, then forwarding to accounts for charging to the student account.
- House First Aid boxes must be brought to the Health Centre on Thursday/Friday before breakfast – not Mondays.
- Students who wet beds – please inform the Health Centre immediately so procedures can be put in place.
- Health Centre staff need to be informed of students attending the doctor or hospital after hours. Leave all information in Health Centre pigeonhole, so staff can collect it at 6:30 am when they arrive on duty or leave a voice message on the telephone.
- Parents requesting a female doctor, blood tests, vaccinations or appointments must phone the Health Centre between 6:30am to 12 noon, Monday to Friday

Referral Procedure to Students

There will be occasions when you feel that a student in your house needs to be referred to someone for help. This may be for social emotional, psychological, medical or academic help. If the need for help seems to be quite pressing then the most sensible approach would be to contact the Executive Director, Head of Boarding, Health Centre, Chaplain, or Senior House Parent depending on circumstances and availability.