

## Medical Emergency Protocols

### RATIONALE

A number of students at Jennings Street School have been diagnosed with medical conditions. Emergency management protocols and medical management training will support a whole school response to manage emergency events in an appropriate and timely manner.

### AIMS

- To provide staff with priority information and knowledge to manage a Medical Emergency
- To implement a systematic approach to training staff in Emergency Management Responses
- To implement a whole school approach to Responding to Medical Emergencies.

### IMPLEMENTATION

- Medical Management documentation and protocols will be addressed in the Staff Induction Program in the first term of each school year.
- Medical Emergency **Protocols** will be displayed on classroom walls, within specialist areas, the administration area and the First Aid Room.
- Medical Management **Plans** will be located within the Classroom/Specialist CRT Folder.
- Medical Management **Plans** will be included within documented including swimming, camps, excursions.
- Medical Management **Plans** will be clearly displayed in the Staff Room and the First Aid Room.
- Upon employment the Business Manager will alert Casual Relief Staff to the CRT Folder key contents including;
  - Location of Medical Emergency Protocols
  - Location of Medical Management Plans
- Jennings Street School will implement DET policy in reporting the management of Medical Emergencies.



## EVALUATION

This policy will be reviewed every 3 years or more often if necessary due to changes in regulations or circumstances.

<b>Date Implemented</b>	10.02.2016
<b>Author</b>	Rosie Hayes
<b>Approved By</b>	Jennings Street School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	<b>15.08.2018</b>
<b>Responsible for Review</b>	Policy Sub Committee of School Council
<b>Review Date</b>	<b>August 2021</b>
<b>References</b>	

10.02.2016 – v0 – date of implementation

01.02.2017 – v1 – edit responsibilities

02.06.2017 – v2 – edit grammar and formatting

15.03.2018 – v3 – editing to better detail the roles of Team Leaders and First Aid Officers. Team Leaders will assume role of initial respondent; all staff trained in routine management of conditions; footer correction; formatting, renaming of document

20.08.2018 – v4 - added reference in protocols that a school leader will consult with a First Aid Officer; corrected mobile number.