

Health Clinic Procedures

Students Year 9-13 take an increasingly independent role showing real self determination on health matters that affect them and this is evident in how they use the health clinic. Here are some guidelines on the health clinic for students and parents/caregivers at Cashmere high school.

The Nurse operating the Health Clinic will work to the Health Practitioners Competence Assurance Act.

1. Students either self refer, are referred by teachers, or parents/caregivers for a range of medical advice and treatment, or emergency medical treatment.
2. All students who are unwell are assessed at the health clinic
3. The Nurse may be asked to supervise and administer prescribed medicine only after following protocols discussed between the parent/caregiver, the registered nurse and prescribing GP.
4. Paracetamol if requested may be given to students by the School Nurse or a delegated first aid staff member after assessment. Approval is required by Parents on the enrolment form. Informed consent is obtained for students over 16.
5. If a student is too unwell to remain at school the parent/caregiver will be contacted. Arrangements will be made for the student to be picked up or for permission for the student to safely get home.
6. If emergency medical attention is required (e.g. ambulance) the nurse will inform and advise parents/caregivers at the first possible opportunity. Parents/caregivers are responsible to keep contact details updated at the office. ACC covers the cost of ambulances for accidents, but for medical emergencies the cost will be paid by the parent/caregiver. Refer procedures for Student Transport.
7. Students often self refer to see the School Doctor or Physio free of charge. If appropriate the student themselves or Nurse with student permission will inform a parent/caregiver verbally or by written note on any assessment and treatment or referral for further tests. Students can make independent appointments to see any GP through the Health Clinic.
8. Student confidentiality is maintained, students are encouraged to themselves discuss with their parent/caregiver issues affecting their health. If

it is felt that there may be imminent harm to the student or others during the course of a visit, parents/caregivers will be notified in consultation with the student and school counsellor and where appropriate and/or Senior Leadership Team.

9. Confidential records of consultations and records of accidents are held by the Nurse. Information for attendance office is given on the time only of student visits for attendance purposes. Students may have a copy of their own records if requested.
10. The nurse supports teachers with health information, promotes health services and takes initiative to enhance student health in a holistic way-
11. On rare occasions it may be necessary for the nurse to transport a student to a medical appointment if there is no other safe adult to do so or the student has reasons due to confidentiality not to seek permission from their parent/caregiver. In this situation the Principal or member of senior management will be informed that a student is being accompanied by the Nurse to an appointment. Refer procedures for Student Transport.
12. The Health Clinic maintains a set of protocols which are based on the Auckland School Nurses Group protocols, these are reviewed annually by the School Nurse in conjunction with the Head of Student Support.

Professional Supervision

Both Counsellors and the School Nurse attend regular professional supervision from outside the school. This is a requirement of their professional association – NZAC/NZ Nursing Council and that the Nurse is a member of the NZNO. It is expected that counsellors will be full or provisional members of NZAC.

Head injury and accident protocol

Any head injury will be documented, assessed and treated with verbal and written information given to the student and directly to the parent/caregiver. Advice is given regarding follow up advice and care. Arrangements for safe travel home for the student with a head injury will be made by the nurse.

Any accident requiring x ray/medical assessment will have an ACC form completed by the nurse before referral to the appropriate place.

Any hazard causing accident will be reported to both the Property Manager and the Associate Principal and the hazard is documented on the Hazard Register.

Referrals to other student support areas within the school:

The Health Clinic works in conjunction with the other Student Support Services in the school. Regular liaison occurs and referrals made as necessary.

Child Abuse Procedures

All incidents involving disclosure of abuse by students or suspected abuse are documented and appropriate procedures instigated.