

**MEDICAL COMMUNICATIONS  
POLICY**

**BACKGROUND**

The school and OHSC have a number of policies which relate to how to manage medical emergencies and what to do when an incident occurs but we do not have a plan of how to communicate these to all members of the school. This policy is designed to document how the school communicates students medical information so that all members of staff are equipped with the necessary information should an emergency arise.

**Implementation:**

**COMMUNICATION PLAN**

The school will as part of induction, will spend time with all new staff outlining school procedures and policies in regards to students medical conditions. Students will be identified and school staff taught what to do for each student based on their management plan which has been developed by a health care professional.

Every six months as part of anaphylaxis training, staff will spend time reviewing all students and their medical needs to ensure we all know what to do in an emergency.

Students who have a known medical condition such as asthma or anaphylaxis, will have a management plan which will be developed by their doctor and submitted to school. This plan will be placed on the wall in the sick bay and in the classroom in which the student resides to ensure all staff including CRT's are aware of the students in their class.

Relief staff will be given this information as part of the folder they receive when they sign in to work. This folder contains the relevant policies and procedures to ensure that replacement staff are aware of the way our school operates.

As new students enter the school or existing students are identified as having additional needs, these will be raised through our weekly staff meeting to ensure all staff are aware and placed in the minutes to ensure absent staff are also captured in the communication.