



PECANWOOD COLLEGE

Prepared for Life

MEDICAL PROTOCOLS

Key terms referred to within the medical protocol to follow:

<i>Pecanwood College</i>	Institute of learning attended by all learners referred to within the set medical protocol.
<i>Pecanwood College staff member</i>	Any/ all on call staff members of Pecanwood College faculty responsible for learners.
<i>Pecanwood College Hostel on-call staff members</i>	Any/ all hostel on-call staff members of Pecanwood College faculty responsible for learners residing within the hostel.
<i>San Clinic</i>	Pecanwood College onsite medical clinic.
<i>Onsite medical officer</i>	Mr JJ van Rooyen (ILS Paramedic based within close proximity of Pecanwood College/ manager of San Clinic).
<i>Designated medical practitioners</i>	Identified medical practitioners based within close proximity of Pecanwood College.
<i>Learner</i>	Enrolled Learner at Pecanwood College, Day Learner/ Hostel Resident.

PREAMBLE

This document clearly states the responsibilities of parents and school relating to the medical care (planned or accidental) for pupils at Pecanwood College. Please read through thoroughly and complete and return the **Authorisation to Administer Medication** and the **Medical Questionnaire**. It is your responsibility to notify the Onsite medical officer of all medication brought onto campus. The Medical Questionnaire will ensure the correct and appropriate care will be provided to your son and/or daughter.

General Practice

If a **learner** is ill at home on the morning of a school day or has been ill at home over the weekend and not fully recovered by Monday morning, **please do not bring the Learner to school**. This is done as to prevent the infection of other **learners** at Pecanwood College.

DAY LEARNERS

- In the case of minor to moderate medical conditions such as headaches, flu, nausea, vomiting ext. learners will be referred by a Pecanwood College staff member to the San Clinic for a medical assessment by the onsite medical officer.
- It is the responsibility of a Pecanwood College staff member to contact the onsite medical officer and inform him of the learner as the San Clinic is not open all day (please see sanatorium hours).
- If after the medical assessment by the onsite medical officer it is deemed necessary for further medical intervention, the onsite medical officer will contact the Pecanwood College staff member and parents of the day learner as to discuss possible treatment and give feedback on medical assessment.
- All learners residing within the boarding facilities will follow the same medical protocol should they become ill during the school day.

BOARDERS RESIDING WITHIN PECANWOOD COLLEGE SCHOOL HOSTELS

- The onsite medical officer will be contacted by the Pecanwood College hostel staff member on call informing him of the *learner* and medical assistance needed.
- The *learner* must be accompanied by the Pecanwood College hostel staff member on call to the San Clinic as to ensure all relevant information is shared and treatment options discussed.
- The onsite medical officer will conduct a medical assessment as to establish the extent of medical assistance needed.
- The Pecanwood College hostel staff member on call must be informed of the medication prescribed / needed by the *learner* as to ensure the *learner* will be correctly monitored once back at the hostel.
- Should it be found that the *learner* is in need of additional medical intervention by the designated medical practitioner / hospitalization, the onsite medical officer will revert back to the protocol regarding contact with parents, Pecanwood College hostel staff members on call, arrangements for transport and appointments booked with medical practitioner.
- Should an independent Ambulance services be needed for transfer the *learner* to hospital, the onsite medical officer will be responsible for all transport and administrative requirements with the independent Ambulance service/ parents of the learner and Pecanwood College hostel staff members on call.
- The onsite medical officer will be present with the hand-over of learner to independent ambulance service for transport.
- The onsite medical officer will ensure all relevant medical information is available at the medical practitioner when appointment is booked. The parents of the learner will also be notified by the onsite medical officer on any additional cost and or co-payments needed.
- The Pecanwood College hostel staff member on call will accompany/transport the learner to the medical practitioner.
- The Pecanwood College hostel staff member on call will also be responsible to ensure the safe return of the learner concerned and report to the onsite medical officer if any follow up work/appointment is necessary.

Please note that:

- Prescription Medications will be obtained from MOUNTAIN LAKE Pharmacy.
- It is strongly recommended that parents should at all times ensure sufficient funds are available to all learners as to cover any medical expenses incurred at the designated medical practitioner or pharmacy.
- Memberships of Medical Aids outside the borders of South Africa are not always accepted by Doctors' Rooms/ pharmacy or Hospitals, therefore these costs will be charged to the accounts of those parents.
- It is the parent's responsibility to submit these accounts to their Medical Aids for payment.
- Dermatology and Orthodontic services will not be provided by Pecanwood College.
- Parents / learners should schedule all appointments during school holidays or mid-term breaks. Should a learner need an urgent follow up appointment, designated drivers and vehicles will be made available by Pecanwood College, the costs for these services will be for the parents' account.
- All urgent follow up appointments should be arranged with sufficient prior notice as to allow Pecanwood College hostel staff members on call adequate time to arrange transport and supervision.
- In the case of distance boarders who need routine medical attention, parents are advised to make contact with the onsite medical officer as to assist and facilitate appointments and transport arrangements.
- Medical practitioners in close proximity to Pecanwood College will be utilized for practical reasons.

VERY IMPORTANT

Any medication sent to the Pecanwood College Hostel to be used by the learner, must be handed to the medical officer. No learner will be allowed to have any medication with them in their rooms. Should it be suspected that a learner has any medication in the room, they will be subjected to a search.

The onsite medical officer will contact the parents of the learner via telephone or email as to notify them if a new medication script is needed. Notification will be done two weeks in advance.

SANATORIUM HOURS**Morning sessions: 06h30 – 08h00**

Hostel learners receiving any medication are to report to the San Clinic as to receive medication from the onsite medical officer.

Afternoon sessions: 17h00 - 18h00

Hostel learners receiving any medication are to report to the San Clinic as to receive medication from the onsite medical officer.

Weekends

The Pecanwood College hostel staff member on call must contact the onsite medical officer during the weekend should any learner need medical assistance.

The onsite medical officer may be contact on the following number should his assistance be needed outside the listed sanatorium hours; **083 638 4669**. Please note this number may only be used by Pecanwood College staff members, Pecanwood College hostel staff members and parents of learners. The listed number is not for use of the learners themselves to arrange for medical assistance directly with the onsite medical officer.

MEDICAL AIDS

Medical aids outside the borders of South Africa are not always accepted at Doctors room or Hospitals. We recommend parents to get a South African medical aid that will cover costs such as:

- **Doctors consultations**
- **X-rays**
- **MRI or CT Scans**
- **Blood tests**
- **Hospital admissions**
- **A savings option for day to day medication**

URGENT MEDICAL ASSISTANCE NEEDED AT THE COLLEGE (DAY LEARNERS AND BOARDERS)

- The onsite medical officer will be contacted by a Pecanwood College staff member informing him of the learner and medical assistance needed.
- The onsite medical officer will conduct a medical assessment as to establish the extent of medical assistance needed.
- The onsite medical officer will after discussing the medical intervention needed with the parent of the learner / Pecanwood College staff member, phone for an appointment at the designated medical practitioner as identified within close proximity of Pecanwood College.
- **Please note**, all medical treatment needed outside of Pecanwood College, will be booked in close proximity to Pecanwood College, except in cases where specialized medical intervention is needed except hospitalization.
- The onsite medical officer will ensure all relevant medical information is available at the medical practitioner when appointment is booked. The parents of the learner will also be notified by the onsite medical officer on any additional cost and or co-payments needed.
- A Pecanwood College staff member will accompany/transport the learner to the medical practitioner at set time of appointment.
- In the case of a Day Learner the parents of the learner will be responsible for transfer to medical practitioner unless alternative arrangements are made.
- The designated Pecanwood College staff member will also be responsible to ensure the safe return of the learner concerned to Pecanwood College, and report to the onsite medical officer if any follow up work/appointment is necessary.
- Should an independent Ambulance services be needed for transfer to hospital, The onsite medical officer will be responsible for all transport and administrative requirements with the independent Ambulance service/ parents of the learner and Pecanwood College staff members.
- The onsite medical officer will be present with the hand-over of learner to independent ambulance service for transport.

Please note that:

- **Hospitalization/transfer costs** must be claimed from Medical Aids by the parents of the learner themselves.
- Where no Medical Aid is in place, Pecanwood College and the onsite medical officer will need an affidavit to the effect stating that the parents take full responsibility for any outstanding medical costs incurred by the learner.
- All parents will be contacted by the onsite medical officer prior to any hospitalization / transport arrangements are made and finalized as to ensure no unexpected medical costs to be incurred.
- It will be the responsibility of the parent of the learner to ensure transport is arranged from the admitting hospital back to Pecanwood College post discharge.

- Comprehensive feedback regarding medical aftercare must be discussed with the onsite medical officer / Pecanwood College Hostel on call staff member as to ensure ongoing medical intervention is maintained when needed.

SPORT MEDICAL PROTOCOL

The sports department within Pecanwood College will communicate directly with parents as to the specific requirements of each sport as to ensure claims are not refused. This applies to gum guards, protective helmets etc.

Pecanwood College would like to draw the parent's attention to the medical protocols on **Match days**.

As to ensure Pecanwood College complies with S.A Rugby's (Boksmart) mandated requirements, and the safety of all Pecanwood learners, Pecanwood College undertakes the following;

- A Medical post will be erected next to the sports fields during match days.
- The onsite medical officer will facilitate all additional medical personnel if needed.
- The onsite medical officer will inform the local independent Ambulance service of the match day and ensure they will be on standby should any learner need transport due to injury.
- Life Fourways Hospital will be used as designated service provider for all learners transferred by ambulance.
- The San Clinic will be available at all home fixtures.
- When playing away, Pecanwood College Sports Department will contact the medical personnel at the host school as to ensure that similar protocols will be in place.
- **Please note** that no match will commence unless Pecanwood College is satisfied that the appropriate safety procedure are in place.

Parents of both rugby and hockey players are reminded that all learners must wear gum guard/helmets when playing. These have been made available to all learners at the Clothing Shop at Pecanwood College. Gum guards/helmets are vital in protecting the jaw and teeth against injury/damage due to the high impact nature of the sport. The sports insurance policy will not cover any injuries sustained to the learner's mouth if a gum guard was not worn at the time of the injury. Gum guards are thus compulsory equipment. Coaches will not allow any learner to participate in the game without the appropriate safety gear.

CONDUCTING OF RANDOM DRUG AND ALCOHOL TESTING

This will be conducted in accordance with the **Substance Abuse Policy** of Pecanwood College.

I, _____ (parent/legal guardian), _____ (ID no),
of _____ (Pecanwood learner name), _____ (DOB) hereby
acknowledge and agree to the terms as stipulated in the Pecanwood College Medical Protocol.

Parent/legal guardian

Pecanwood learner

Date

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION

MEDICAL AID DETAILS

Main member: _____ ID Nr : _____
Medical Aid: _____ Member Nr: _____
Nr of Dependents: _____
Dependents Name: _____ D.O.B: _____
_____ D.O.B: _____
_____ D.O.B: _____

This order is valid for school year [current] _____

This form must be completed fully in order for the contracted paramedics to administer the required medication. A new medication administration form must be completed at the beginning of each school year, for each medication, and every time there is a change in dosage or time of administration.

- Prescription medication must be in a container labeled by the pharmacist or prescriber
- Non-prescription medication must be in the original container with the label intact
- Please notify the Housemaster/Housemistress if any other medication is being sent in with the student – it must be left with the paramedic in the San, to be administered as required

AUTHORIZATION TO DISPENSE CHRONIC MEDICATION:

Condition[s]: _____

Name of medication: _____ Dose: _____
Name of medication: _____ Dose: _____
Name of medication: _____ Dose: _____
Name of medication: _____ Dose: _____
Name of medication: _____ Dose: _____
Name of medication: _____ Dose: _____
Name of medication: _____ Dose: _____

ADDITIONAL AUTHORIZATION TO MEDICATE WHILE AT SCHOOL AND IN NEED OF:

PANADO 500MG _____ ANTIHISTAMINE _____ IBUPROFEN _____

IMMODIUM _____ VIT C 500MG _____ VALOID _____

BUSCOPAN _____ MEDLEMON _____ SINUEND _____

Permission given by _____

Parent's signature: _____ Date: _____

Telephone # [Home] _____ [Work] _____ [Mobile] _____

Parent's authorization for self-carry/self-administration of emergency medication [e.g. Asthma inhaler / Epipen] [accompanied by script of physician]

Signature _____ Date _____

MEDICAL QUESTIONNAIRE

Name:			Age:		Grade:	
MEDICAL/SURGICAL HISTORY	YES	NO	DIRECT FAMILY HISTORY		COMMENTS	
NEUROLOGICAL						
ORIENTATED/FULLY AWARE						
EPILEPSY/SEIZURES						
HEADACHES						
OTHER						
ENT/OPHTHALMOLOGY						
GLASSES/CONTACT LENSES						
HEARING DIFFICULTIES						
SINUSITIS						
REACCURING SORE THROAT						
OTHER						
ENDOCRINE SYSTEM						
DIABETIS MELLITUS						
THYROID PROBLEMS						
HORMONAL IMBALANCE						
OTHER						
MUSCULAR/SKELETAN						
WEAKNESS/PARALYSIS						
SPINAL INJURY/PROBLEMS						
OTHER						
CARDIOVASCULAR						
RHEUMATIC FEVER						
HEART PROBLEMS						
PALPITATIONS						
DIZZYNES						
OTHER						
RENAL & URINARY						
URINARY PROBLEMS						
KIDNEY PROBLEMS						
OTHER						
RESPIRATORY						
TUBERCULOSES						
ASTHMA						
CHRONIC BRONCHITIS						
OTHER						
HAEMATHOLOGY						
ANEMIA						
CLOTTING DISORDERS						
HAEMOPHYLIA						
PREVIOUS BLOOD TRANSFUSIONS						
OTHER						

SKIN				
BRUISES				
ECZEMA				
WOUND HEALING PROBLEMS				
OTHER				
GASTROINTERINAL TRACT				
WEIGHT FLUCTUATIONS				
SPECIAL DIET				
DIFFICULTY SWALLOWING				
GASTRIC ULCERS				
SPASTIC COLON				
CONSTIPATION / DIARRHEA				
OTHER				
REPRODUCTIVE SYSTEM				
TESTES PROBLEMS				
LAST MENSTRUAL PERIOD				
OVARIAN CYSTS				
CONTRACEPTIVES				
OTHER				
PSYCOLOGICALY				
DEPRESSION				
ANXIETY DISORDERS				
BIPOLAR				
ADHD				
ASPERGER SYNDROME				
RELIGIOUS RESTRICTIONS				
OTHER				
ALLERGIES				
VITAL SIGNS WITH FIRST VISIT				
TEMPERATURE	C			
PULSE RATE				
RESPERATORY RATE				
BLOOD PRESSURE				
WEIGHT			HEIGHT	
			ABNORMALTIES:	