



Tanglin Gippsland Student Health Policy

1	Overview.....	2
2	Definitions.....	2
3	Details.....	2
4	Roles and Responsibilities.....	3
5	Related Tanglin Gippsland Policies.....	4
6	Policy Review	4

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

1 Overview

- 1.1 Tanglin Gippsland has a responsibility and desire to provide for the care, safety, and welfare of all members of its community within the reasonable limits of its capacity to do so.
- 1.2 Notwithstanding its responsibility to all members of the community, Tanglin has a specific duty of care for the health and safety of its student boarders whereby the risk of harm is minimised, and they are able to function within a physically and emotionally secure, supportive, and productive environment.
- 1.3 Tanglin Gippsland is conscious of its obligations towards members of the community under relevant government legislation. A wide range of policy documents relate to, demonstrate, articulate and guide Tanglin Gippsland’s endeavors to fulfill its legal, moral and ethical responsibility for the health and wellbeing of members of the Tanglin Gippsland community.

2 Definitions

- 2.1 *Duty of care* refers to the requirement that Tanglin Gippsland and staff members take all reasonable care to provide a suitable and safe environment for students, and to ensure that no student is exposed to unreasonable risk of injury. This includes the need to take reasonable measures to protect students from risks of injury that should have been reasonably foreseen, including ensuring that they will not be injured because of the state of the campus. Greater measures may need to be taken for younger students or students with disabilities. Such duty of care to students is referred to, both explicitly and implicitly, in a range of policy documents.
- 2.2 *Health care*, as referred to in this policy, relates to treatment and support provided after an injury or illness when students are returning to full health.

3 Details

- 3.1 Tanglin Gippsland shall refer to the Victorian Department of Education and Training (DET), and reputable health organizations as recommended by DET, for health and first aid advice. Tanglin Gippsland shall abide by all government regulations and legislative requirements, including reporting and exclusion in relation to infectious diseases.
- 3.2 Students and staff have daily access to a Registered Division 1 Nurse through the campus Health Centre. The Health Centre operates from 7.00am – 3.00pm daily
- 3.3 Tanglin has an agreement with Tanjil Place Medical Clinic for Doctor consultations on an “as needed” basis. The clinic is at 46-48 Albert St Moe and can be contacted on (03) 5126 1344.
- 3.4 Students are expected to report all accidents, injuries or illnesses to their teacher or the Duty Person either directly or through a friend, so that quick and appropriate treatment can be sought.
- 3.5 If a student is unwell and unable to attend classes or activities, they are expected to be admitted to the Health Centre and must not remain unsupervised in their bed, dormitory or the Common Room.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

- 3.6 In the event of a student requiring emergency care, staff trained in first aid should administer appropriate first aid (care) while seeking further assistance at their earliest opportunity, including the Ambulance Victoria if necessary.
- 3.7 If a student is to be transported to hospital via ambulance, one staff member that is on duty will normally be required to accompany the student to hospital if they are travelling by ambulance. Another staff member will be required to pick the student and first staff member up for the return to campus.
- 3.8 If a student is to be admitted to hospital, the supervising teacher shall call the Head of Campus or his/her delegate to decide on appropriate on-going care and supervision of the student before returning to campus.
- 3.9 Students attending the Health Centre will be treated as appropriate by the nurse in the first instance.
- 3.10 The nurse, at their discretion, may arrange further testing or treatment which may include consultation with a doctor through Tanjil Place Medical in Moe.
- 3.11 All specialist or ongoing medical appointments will be managed by the nurse.
- 3.12 Students must not keep medication of any sort in their room unless it is an approved epi-pen for the treatment of anaphylaxis. All other medication must be stored at the Health Centre and dispensed by a nurse.
- 3.13 Confidential medical information provided to Tanglin Gippsland to support a student will be:
 - Recorded on the student’s file.
 - Shared with all relevant staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary.
 - Shared with the students’ parents.
 - Stored and used in compliance with the Tanglin Gippsland Privacy Policy.

4 Roles and Responsibilities

- 4.1 A Lead Nurse (Division 1 Registered Nurse) shall be appointed by the Head of Campus to oversee the Health Centre, its policies and procedures and the Health Centre staff. This appointment will be ongoing but subject to annual review, and always conditional to appropriate current accreditation.
- 4.2 The Lead Nurse will:
 - Oversee and manage Health Centre staff.
 - Develop and maintain health policies.
 - Provide information to staff regarding student health needs.
 - Assist with training staff in first aid related to medication administration.
 - Support campus preparations for students with medical needs.
 - Ensure emergency contact information for all students is current, based upon the latest information provided by parents/guardians.
 - Ensure all medications supplied by student families are within their use-by date, and that their administration has been authorized in writing by parents/guardians.
 - Oversee the storage and dispensing of all medications.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

- Maintain the Health Centre and its contents, ensuring that first aid supplies are sufficient at all times.
- Ensure all staff first aid training is undertaken as frequently as required.
- Develop health management plans for sick or injured students to help them return to full health.

5 Related Tanglin Gippsland Policies

- Accidents and Incidents Policy
- Anaphylaxis Management Policy
- Child Safety and Wellbeing Policy
- Diabetes Management Policy
- Emergency and Critical Incident Management Policy
- Medication Administration Policy
- Occupational Health and Safety Policy
- Off-site Supervision of Students Policy
- On-site Supervision of Students Policy
- Welfare Services Policy.

6 Policy Review

- 6.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 6.2 Any significant changes to this policy must be approved by the Board.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026