



PECANWOOD
COLLEGE
Prepared for Life

MEDICAL PROTOCOLS

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 spreading of infection to other **leaners** at Pecanwood College.

When the situation is not considered to be serious, the following policy will apply:

DAY SCHOLARS

In the case of minor to moderate medical conditions such as headaches, flu, nausea, vomiting ext. **learners** will be referred by the class teacher to the San Clinic for a medical assessment by Mr JJ van Rooyen (ILS Paramedic).

If after the medical assessment by Mr JJ van Rooyen (ILS Paramedic) it is deemed necessary for further medical intervention, Mr JJ van Rooyen will contact the school and parents of the day **learner** as to discuss possible treatment and give feedback on medical assessment.

All **leaners** residing within the boarding facilities will follow the same medical protocol should they become ill during the school day.

URGENT MEDICAL SITUATIONS AT THE COLLEGE – DAY SCHOLARS AS WELL AS BOARDERS

- Mr. JJ van Rooyen (ILS Paramedic) will be contacted by a teacher/ Pecanwood College staff member informing him of the **learner** and medical assistance needed.
- Mr. JJ van Rooyen (ILS Paramedic) will conduct a medical assessment as to establish the extent of medical assistance needed.
- Mr. JJ van Rooyen (ILS Paramedic) will after discussing the medical intervention needed with the parent of the **learner** / Pecanwood College staff member phone for an appointment at the relevant medical practitioner as identified.
- Mr. JJ van Rooyen (ILS Paramedic) 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 Mr. JJ van Rooyen on any additional cost and or co-payments needed.
- A Pecanwood College staff member will accompany/transport the **learner** to the medical practitioner.
- The designated Pecanwood Collage staff member will also be responsible to ensure the safe return of the **learner** concerned and report to Mr. JJ van Rooyen if any follow up work/appointment is necessary.
- Should an independent Ambulance services be needed for transfer to hospital, Mr. JJ van Rooyen will be responsible for all transport and administrative requirements with the independent Ambulance service/ parents of the **learner** and Pecanwood College staff members. Mr. JJ van Rooyen will be present with the hand-over of **learner** to independent ambulance service for transport.

Please note that:

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- Hospitalization/transfer costs must be claimed from Medical Aids by the parents of the **learner** themselves;
- Where no Medical Aid is in place, we 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 Mr. JJ van Rooyen (ILS Paramedic) prior to any hospitalization / transport arrangements made and finalized as to ensure no unexpected medical costs.
- 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 Mr. JJ van Rooyen / Pecanwood College Hostel on call staff members as to ensure ongoing medical intervention when needed.

When injuries occur at school, please note that:

- Mr. JJ van Rooyen (ILS Paramedic) will conduct a medical assessment on the **learner** as to determine the extent of the injury and medical assistance / treatment needed.
- Should it be found that the **learner** is in need of further medical treatment at an identified medical practitioner/ hospital, Mr. JJ van Rooyen (ILS Paramedic) will revert back to the protocol regarding contact with parents, Pecanwood College staff members, arrangements for transport and appointments booked with medical practitioners.
- 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 ext. hospitalization.

BOARDERS

- Mr. JJ van Rooyen (ILS Paramedic) 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 Hostel staff member on call to the San Clinic as to ensure all relevant information is shared and treatment options discussed.
- Mr. JJ van Rooyen (ILS Paramedic) will conduct a medical assessment as to establish the extent of medical assistance needed.
- The on call hostel staff member 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, Mr. JJ van Rooyen will revert back to the protocol regarding contact with parents, Pecanwood College hostel on call staff members, arrangements for transport and appointments booked with medical practitioner?
- Should an independent Ambulance services be needed for transfer to hospital, Mr. JJ van Rooyen will be responsible for all transport and administrative requirements with the independent Ambulance service/ parents of the learner and Pecanwood College staff members. Mr. JJ van Rooyen will be present with the hand-over of learner to independent ambulance service for transport.
- Mr. JJ van Rooyen (ILS Paramedic) 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 Mr. JJ van Rooyen on any additional cost and or co-payments needed.
- The Pecanwood College on call hostel staff member will accompany/transport the learner to the medical practitioner.
- The Pecanwood Collage hostel on call staff member will also be responsible to ensure the safe return of the learner concerned and report to Mr. JJ van Rooyen if any follow up work/appointment is necessary.

VERY IMPORTANT : Any medication sent to the Boarding House to be used by your child, should be handed in at the San [whether Chronic Medication or the everyday headache tablets]. No child is allowed to have any medication with them in their rooms. Random inspection by the nurse will be done.

SANATORIUM HOURS

- **06:30 – 08:30 – BOARDER CHILDREN** will be seen if arranged by the Boarding Housemaster or Mistress.
- **School hours - During the day if there is an emergency please contact JJ van Rooyen on 083 638 4669**
- **17h00 - 18h00**, only emergencies will be seen after hours. The Housemaster/Mistress to call the Paramedic to open San after hours. **NO CHILDREN TO COME BY THEMSELVES AFTER HOURS.**
- **Weekends** - The San will be available for the Boarders during weekends and can be contacted by the Boarding Housemaster and Mistress to open the San.

Commented [RB1]: Is this still required and if so, is the number correct?

Commented [JJVR2R1]:

COSMETIC CARE

- Dermatological and orthodontic services will not be provided by the College. Children should see these care givers during school holidays or mid-term breaks – should a child need a follow up appointment, designated drivers and vehicles will be made available, but these costs will be for the parent’s account.
- The sports department will communicate with parents as to the specific requirements of each sport so that claims are not refused. This applies to gum guards, protective helmets etc.

MEDICAL AIDS

- Medical aids outside the borders of South Africa is not always accepted at Doctors room or at Hospitals. We encourage parents to get a South African medical aid that will cover all these costs. When you apply for a South African medical aid, please make sure that the medical aid does cover the following:
 - **Doctors consultations**
 - **X-rays**
 - **MRI or CT Scans**
 - **Blood tests**
 - **Hospital admissions**
 - **A savings option for day to day medication**

WINTER SEASON MEDICAL PROTOCOL

1. We would like to draw your attention to our medical protocols on match days. In order not only to fulfil S.A Rugby's mandated requirements, but to ensure that your children are in excellent hands, the College undertakes to have a medical post at every home fixture. The College will make use of FOURWAYS LIFE Hospital or the nearest appropriate medical facility to transport the patients to

PLEASE NOTE THAT NO MATCH WILL COMMENCE UNLESS WE ARE SATISFIED THAT THE APPROPRIATE SAFETY PROCEDURE IS IN PLACE.

This is what you can expect on match days:

- At all home fixtures we will provide a medical post at the sports fields with all the necessary medical equipment to treat and stabilize any sports injuries. An Ambulance will be on standby for any serious injuries and transportation to hospital.
 - The SAN will be available at all home fixtures.
 - Medical personal will be placed around the sports field as per SARU safety regulations for all rugby matches. This also applies for all other related sports.
 - **WHEN PLAYING AWAY**, Mr JJ van Rooyen (ILS Paramedic) will contact the medical personnel at the host school [If not done by the Head the Sport Department] to ensure that similar protocols will be in place.
 - If the College arrives at a school where these are not in place, the fixtures WILL NOT start until such time as these are in place.
 - Our children WILL BE ACCOMPANIED BY A PERMANENT MEMBER OF STAFF to the designated hospital.
2. Parents of both rugby and hockey players are reminded that pupils must wear gum shield/guards when playing. These have been made available to the pupils at the **Clothing Shop on the College premises**. Gum guards are vital in protecting the jaw and teeth against damages caused by impact sports. The sports insurance policy will not cover any injuries sustained to the mouth if a gum guard was not worn at the time of the injury. Gum guards are thus compulsory equipment. Coaches will not allow **learners** without guards to participate in matches or contact situations in any matches.

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION

This order is valid for school year [current].....

This form must be completed fully in order for the contracted medical personal 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 medical personal in the San, to be administered as required

AUTHORIZATION TO DISPENSE CHRONIC MEDICATION:

Name of Student: _____

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: _____

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

PANADO 500MG _____ ANTIHISTAMINE _____ IBUPROFEN _____

IMMODIUM _____ VIT C 500MG _____ VALOID _____

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				
GASTROINTEGRAL 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				
PSYCHOLOGICALLY				
DEPRESSION				
ANXIETY DISORDERS				
BIPOLAR				
ADHD				
ASPERGER SYNDROME				
RELIGIOUS RESTRICTIONS				
OTHER				
ALLERGIES				
VITAL SIGNS WITH FIRST VISIT				
TEMPERATURE		C		
PULSE RATE				
RESPIRATORY RATE				
BLOOD PRESSURE				
WEIGHT			HEIGHT	
			ABNORMALTIES:	