



**Pittwater House**

# Health Centre Fact Sheet

## About

The Health Centre at Pittwater House is staffed five days a week by two registered nurses. It is located in Room MG17 on the lower level of the Junior School block.

## Opening Times

Health care is provided between the hours of 8.30am and 3.30pm as an emergency service for students and staff who have an acute episode of illness or injury whilst at School.

## Services Provided

Students who become unwell whilst at School are directed to the Health Centre, in the first instance, where they are assessed and receive appropriate treatment.

If a student requires further treatment which cannot be provided by the Health Centre Staff, parents will be contacted and arrangements made for the required treatment.

As the facilities in the Centre are limited, parents will be notified if a student is not well enough to complete the day's classes/activities and asked to make arrangements for their child to be collected.

## Mandatory Health and Medical Information

Before your child commences with Pittwater House, parents are required to complete Mandatory Health and Medical Information which is collected via the Edumate system. Please refer to the Mandatory Health and Medical Form Instructions Booklet.

### Pittwater House Nurses

Registered Nurse    Ingrid Scouller

Registered Nurse    Karen Brocklebank

### Contact Details

Phone:            02 9972 5734  
(between 8.30am and 3.30pm)

Email:            [healthcentre@tphs.nsw.edu.au](mailto:healthcentre@tphs.nsw.edu.au)

*Last Updated: 14/08/2018*

# Schedule of Procedures

## School Procedures in the event of Accident or Illness

- The student will report to the Health Centre where his/her attendance will be recorded.
- The Registered Nurse on duty will assess and treat the student as required in accordance with the following general protocols.

## Minor Injuries

- Student to report to the Health Centre where assessment and first aid will be administered.
- If the student is injured whilst playing sport he/she should report-to the coach/teacher in the first instance and then to the Registered Nurse on duty.

## Serious Illness/Injuries requiring Doctor or Hospital

- The School nurse will be called to the site of the injury/illness if at all possible and/or, if appropriate, the student transferred to the Health Centre where first aid will be administered.
- The parent/guardian will be contacted if at all possible according to the information on Edumate
- The parent/guardian may be required to collect or organise collection of the student if deemed appropriate by School Nurse/School, taking into account the well-being of other students/staff.
- The nurse on duty or other member of the School staff (if the nurse is not available) will assess the student and if required the student will be transported to the doctor/hospital.
- In an emergency or on the advice of an attending doctor, the student will be taken by ambulance or other suitable vehicle to the nearest available hospital.

## Medications

- Parents and guardians are required to inform the Health Centre of any medications being taken.
- All medications taken during the School day (with the exception of Ventolin) should be stored in the Health Centre unless other arrangements are made with nursing staff.
- All medications administered by the School nurse will be recorded.
- **The School nurse may only administer or assist with the administration of medication if the medication is supplied in its original container clearly labelled with the student's name, dosage and instructions.**
- Unscheduled medications will be administered only when authorised by parents/guardians in the Authorised Medications section on Edumate or consent obtained by telephone.
- All medications will be stored in a locked cupboard in the Health Centre.