

Te Awamutu College

Health Centre

Policy, Guidelines  
and Procedures  
2015

# **Policy Statement On Health & Welfare**

## **Rationale**

Student health and safety is paramount to the Board of Trustees.

The Board believes that by supporting students to maintain good health that they will be at an optimal level for learning enabling students to reach their full potential.

To support students by promoting self responsibility for their health; this includes the mental, social, and physical aspects of health.

## **Purpose**

To ensure students have access to a quality health service where they can address issues that may be barriers to learning.

To promote a healthy school environment by increasing knowledge and understanding of health issues.

## **Guidelines**

Provide the services of a registered nurse from 9.45am-3.15pm each day.

The Registered Nurse(s) will follow Health Centre Policy & Procedures, reviewed as part of a cycle by the Board of Trustees.

Nurse(s) will interview students who have health issues presenting at enrolment and offer support.

Health promotion will be undertaken regularly each term and opportunistically on a one to one basis by nurse(s) and Guidance Counsellor(s).

Nurse(s) will accept referrals from teachers when they have concerns about a student's health.

Teachers have a responsibility to refer health and social problems to the Nurse/Counsellor(s) to be addressed.

Provide Guidance Counsellor services.

Maintain contract with Midlands Health to provide school Doctor service.

**Chairperson**

**Date**

**Principal**

**Date**

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# Confidentiality

## Rationale

Te Awamutu College Health Centre undertakes to provide confidential health services to students in line with current legislation and will ensure students are aware of their rights within that service.

## Purposes

To ensure confidentiality is guaranteed with all information gathered and received in the course of a consultation or appropriate referral.

To ensure that students' safety is paramount.

To ensure that storage of health records and related information are kept secure.

## Guidelines

Students are made aware of their rights to confidentiality and the exceptions to this right which include 'the Three Harms':

They intend to harm themselves

They intend to harm someone else

They are being harmed by someone else

- Students are made aware that if they disclose any information involving the three harms that appropriate assistance will be facilitated.  
When possible any action will be discussed with the student.
- Students will be actively encouraged to talk to their parents/ caregiver/ whānau about health concerns or with their permission allow the health professional to do so on their behalf.
- From the age of 16, young people have full control over their health information.

## Procedures

- Posters/handouts outlining confidentiality and exceptions will be prominently displayed in the Health Clinic.
- Only health practitioners in the Health Clinic directly involved in a student's care has access to that student's health records and related information.
- Computerised health records will be entered into a secure system, (KAMAR) and will only be accessible to the Health Centre staff by a password system and back up will be undertaken via Student Centre daily back ups.
- Handwritten or hard copy health records and information will be stored in a locked filing cabinet and only Health Centre staff have access to this.
- Students' health records will be stored, used and disposed of in accordance with the Privacy Act, except in cases where there is a legal requirement to release client information.
- Student's permission must be obtained (unless the three harms apply) before health information can be disclosed and this will include the content, method of, and to whom this information is disclosed.
- Health Centre staff will ensure they are kept advised of current legislation concerning privacy and confidentiality.
- For personal examinations or discussions the clinic door will be closed and a chaperone provided if appropriate.
- Information shared for the purposes of clinical supervision, statistics or research will not contain any identifying information.

## Related Documents

NZ Legislation	Privacy Act (1993) The Contraception, Sterilisation and Abortion Act (1977) The Child Young Persons and their Families Act (1989) Health Information Privacy Code (1994) Official Information Act (1982)
School Policy & Health Centre Guidelines	
Other related documents	Code of Conduct for Nurses (2005)

# Informed Consent

## Rationale

This policy provides a framework for obtaining informed consent from clients and others consistent with the [Code of Health and Disability Services Consumers' Rights 1996](#) ("the Code"). Informed consent should be considered as the **exchange of information** so that an informed decision to consent to or refuse treatment can be made by a client or that client's legal representative.

## Purpose

To ensure a process is followed whereby a student who has the capacity/competence to consent to treatment has been given sufficient information to enable that client to arrive at a reasoned and voluntary decision as to whether or not to agree to a proposed treatment or procedure.

## Scope

All employees, including relief staff, who provide treatment and care to students, must comply with this policy and related procedures.

## Guidelines

- All health practitioners have a responsibility to inform clients about proposed procedures and medical treatments ("health services"), and to gain consent to perform these health services.
- The health practitioner who is responsible for performing the procedure or managing the treatment has the ultimate responsibility for obtaining consent.
- A client's right to consent to, or refuse, health services is dependent on his or her ability to give informed consent (i.e. competence).
- There is no particular age when a young person is regarded as competent. Young persons over the age of 16 years are considered legal adults for the purpose of medical decision making, and we can presume that a person over 16 years has the ability.
- The right to agree to treatment carries within the right to refuse treatment. Students have the right to refuse services and withdraw consent to services.
- Informed consent should be obtained in circumstances which do not place undue pressure on a student.

## Procedures

- Provision of sufficient information is required to be **fully informed** and enable a decision to be made whether to consent or not and is obtained in a context which allows **voluntary choice**.
- Informed consent includes:
  1. A full explanation of the student's current medical condition.
  2. An explanation of the nature and purpose of the treatment or procedure.
  3. An explanation of the options available including the expected benefits and risks, side effects, and an indication whether the treatment or procedure is orthodox, unorthodox or experimental.
  4. The results of tests and procedures.
  5. The consequences of having no treatment.
  6. The name and qualifications of the health practitioner who will carry out the treatment or procedure, and the names of others who may continue the management, noting that no assurance can be given that the procedure will be carried out by a particular health practitioner.
  7. The level of training and experience of the health practitioner providing the treatment should be provided.
  8. The financial cost (if applicable) of the treatment.
- Consent should be obtained at a time as close as practicable to the time of carrying out the treatment or procedure, but not where the client is likely to be under undue pressure.
- Informed consent must be sought from the student before being given any medication which may impair judgement.
- Written consent is required:
  1. When the student is to participate in research, the procedure is experimental or there is significant risk of adverse effects on the student.
  2. Where either the health professional or the student request it.

### **A contract should be written and filed on student health record**

- In most situations **verbal consent** is sufficient when a treatment or procedure (or repeated procedures) does not fall into the above categories, and the services are provided while the client is conscious.

## Documentation on the clinical record should include:

- Information given to the student, or legal representative, when this was done and by whom.
- The name and status of the person obtaining consent, and if different, the name and/or status of the person(s) who will carry out the treatment or procedure if this is known.
- Specific queries made by the student or legal representative.
- Any time-frame discussed with the student.
- That the student indicated that they understood the information given about the proposed treatment.
- A statement of consent (whether given verbally or written).

## Related Documents

NZ Legislation	Children Young Persons and Their Families Act 1989 Code of Health and Disability Services Consumers' Rights 1996 Contraception Sterilisation and Abortion Act 1977 Guardianship Act 1968 Health Act 1956 Health and Disability Commissioner Act 1994 Health Information Privacy Code 1994 Mental Health Compulsory Assessment and Treatment Act 1992 New Zealand Bill of Rights 1990
School Policy & Health Centre Guidelines	Maintaining Student Health Information
Other related documents	Code of Conduct for Nurses (2005)



# Maintaining Student Health Records

## Rationale

Documentation reflects the consultations with students for the purpose of communicating with other health professionals providing continuity of care for the student . Clinical documentation also maintains nurses' professional safety.

## Purpose

Documentation of consultations is a legal record of the student's care and evidence of the basis on which decisions on student care were made.

## Procedures

- Individual login and password protection is required for all staff using electronically recorded clinical notes.  
Those with access are: Kerryn Waugh (School Nurse).
- Computer based records will be kept for students on KAMAR. Access to the nurses' section is to be kept confidential from all other users.
- Data will be backed up daily via Student Centre system.
- A Student Health Information form (form attached) will be filled out by parent/ caregiver on enrolment. This needs to be completed, signed and dated at enrolment. The information and consent needs to be entered as soon as possible after enrolment.
- Records will be maintained for all students using the Health Centre. These records will be objective, specific and factual, they will be made within 24 hours of seeing the student.
- A desk top register of students attending the Health Centre will be maintained for the use of office staff and in the case of emergency evacuation for locating students. It may also be used to communicate non confidential information.

- Information held on student health consults will only be shared with caregivers/ parents and other professionals if there is a potential risk to the student’s safety or unless the student consents.
- Records will be collated and filed (i.e consent forms, ACC Claims, ECP questionnaires) at the beginning of each year for records kept to Year 13 level. In accordance with current Health Regulations 1996 (retention of health information) files will be kept for a period of 10 years from the most recent date on which health services were provided.

## Related Documents

NZ Legislation	Privacy Act 1993 Health Information Privacy Code 1994 Official Information Act 1982 Health Act 1965 Archives Act 1952
School Policy & Health Centre Guidelines	Safe Management and Privacy of Personal Health Information Policy Storage and Security of Clinical Records Correcting inaccuracies in the clinical record Informed consent
Quality Health NZ Standards	Information Management (Acute Care, 2001, Version 2)

# Sending Students Home

## **Rationale**

The Te Awamutu College Health Centre is responsible for the safety of students who have presented to them. When it is necessary for students to go home this will be done with parental/caregiver consultation.

## **Purpose**

To ensure that students are kept safe and are entrusted into the care of a responsible adult.

## **Procedures**

If a student is considered unfit to remain at school the following will be undertaken;

- The parent/caregiver identified on KAMAR will be contacted and asked to make arrangements for the student to go home.
  
- If the parent/caregiver is unavailable then the emergency contact identified on KAMAR will be contacted.
  
- If the student is asked to walk home and this is considered appropriate he/she will be given a pass signed by the nurse. This will be done at caregiver's and nurse's discretion.
  
- If there is no transport available it may be necessary for staff to transport the student home with parent/caregiver permission.

# Standard Safety & Hygiene

## Rationale

The well being of staff and students is of paramount concern to the Board of Trustees. Because of the probability of unknown infections, universal precautions will be applied to members of the school community.

## Purpose

To ensure that staff and students are protected from infectious diseases.

To ensure every effort is made to ensure correct procedures are followed when dealing with infectious diseases.

## Guidelines

- Information will be obtained from the Ministry of Health and Ministry of Education as to the procedures relating to school in the event that an outbreak of infectious disease occurs.
- Hand washing and drying and cough etiquette will be promoted throughout the school as a means of infection control.
- Students with wounds or blood will be sent to Health Centre for immediate attention.
- School health clinic staff will promote the covering of open cuts, sores, and broken skin areas.
- During sport, blood from any injury must be cleaned up immediately following universal precautions. The injury should be adequately covered/ bandaged to stop blood flow before the player is permitted to resume play.
- Disposable gloves will be worn when giving first aid or dealing with any body fluids or solids. Gloves should be disposed of after one use.

## **For blood and body fluid spills, wear disposable gloves and;**

- Mop up the spill with paper towels.
- Soak the soiled area for at least 30 minutes with a freshly prepared solution of neutral detergent/hospital grade disinfectant.
- Mop up the neutral detergent/hospital grade disinfectant solution with paper towels and clean the surface.

## **For soiled instruments, wear disposable gloves, and;**

- Remove blood and any organic material by thorough cleaning, either under running water, or in hot soapy water.
- Soak instruments in a solution of Sonidet (medical equipment and instrument detergent)  
Dilution: 5 mls per 1000 mls of water for at least 30 minutes. Scrub all surfaces.  
Rinse and dry instruments.  
Apply Instrumax disinfectant for 10 minutes  
Rinse and dry using lint free (chux) cloth  
Store in air tight containers.

## **For Health Centre furniture wear disposable gloves and;**

- Health clinic bench, sink/basin, chairs, and table surfaces will be cleaned with Instrumax as per instructions on the container each day at the end of clinic.
- Health Centre linen will be laundered 1x weekly or earlier if body fluids present.

## **For Health Centre Cleaning Staff;**

- Cleaners must use gloves when cleaning Health Centre.
- Rubbish will be removed in plastic bags and incinerated.
- Rubbish bins must be lined with plastic bags.
- Used gloves, paper towels, soiled dressings and disposable equipment etc. will be placed in plastic bags and disposed of by school cleaners, waste is incinerated.

## **Related Documents**

NZ Legislation	
School Policy & Health Centre Guidelines	Ministry Education Nag 5; Health & Safety Policy Infection Control of HIV / AIDS & other Blood Borne Viruses
Other related documents	Code of Conduct for Nurses (2005)

# Administration of Medication

## Over the counter Medication

### Rationale

The school Health Centre supports the safe administration of all medication. All requests to obtain any **over the counter medication** will be assessed fully and discussion concerning health condition, fluid intake, harmful effects of medication and previous use will be discussed.

### Purposes

To ensure that all students presenting to the Health Centre are assessed fully.

To ensure that appropriate management is implemented.

To refer students for medical assessment if appropriate.

To seek to involve family/caregivers/ whānau where appropriate within the confines of ethical and privacy standards.

To educate concerning the use of non-prescription medication to manage symptoms.

To evaluate presenting health condition and assess any underlying cause for symptoms.

## Guidelines

### Over the Counter Medications at Te Awamutu College;

Histaclear; for hayfever  
Panadol; for headaches, fever, pain  
Ibuprofen; for pain relief  
Mylanta: for indigestion  
Strepsils; sore throats

- Parents/caregivers must ensure that the school has current health/medical information on students who have conditions that may require intervention.
- No over the counter medication will be administered to students under 16 years of age without the verbal or written consent of family/caregivers/whānau.
- Students over 16 years of age will be provided with a dose of medication as recommended on the packaging if this is assessed as appropriate.
- Directions, as on the label of all medication and on the request form shall be followed.
- The first dose ever **not** be given at school.
- Fluid intake will be encouraged when students present with headache symptoms. (Fluids will not be given where a possible need for surgical intervention is assessed).
- Discussion concerning fluid and dietary intake, sleep patterns, and personal stress levels will be implemented. The panadol flow chart (form two) will be utilised and Student Centre staff will be advised of how to use this.
- The following will also be discussed; time of last dose, frequency and reason for use, possible effects of over use of non-prescription analgesic medication (eg. Liver damage).
- A record will be made in student's health file if any medication is administered at school and details of the health consultation will be recorded.

# Prescription Medication

## Rationale

The school Health Centre supports the safe administration of all medication. All requests to provide **prescription medicines** to students at school will be fully assessed and medication will be given with the consent and authorisation of the caregiver/parent.

## Purposes

To ensure that medication is received in accordance with parental/caregiver guidance and administered according to the original prescription.

To ensure staff are aware of their obligations if requested to give medication.

## Guidelines

If a parent /caregiver request medication to be given at school the following will be undertaken;

- Parental/caregiver instruction form will be completed (Form 3).
- Nurses will review consent forms annually or as necessary if a student's condition appears to have changed.
- Medicines must be in their original container with the Pharmacy name, students name, medication, dosage and frequency details on the container. Medication will be kept in a locked cupboard in Health Centre.
- A record will be maintained of all doses administered at school in the medicine administration register and on the nurses' tab of the student record on KAMAR.
- Changes in medication administration regime or dosage need to be notified to the school in writing and documentation kept with the parental instruction form.
- Staff reserve the right to decline or discontinue administering medication to any student at any time. Parents/Caregivers will be advised first of the likelihood of this decision being made.

## Related Documents

NZ Legislation	Privacy Act (1993) Medicines Act
School Policy & Health Centre Guidelines	Confidentiality Policy
Other related documents	Consent to Administer Medication Form Student Health Information (copy included page 25 )



# CONSENT FOR ADMINISTERING MEDICATION AT SCHOOL

Name.....

Date of Birth .....

Family Doctor .....

Prescribing Doctor.....

Medical condition .....

.....

Name of Medicine (including medicine type, eg. Liquid, tablets)

.....

Dosage .....

Frequency.....

Are there any possible side effects or precautions to be taken? Yes/No

Details.....

.....

.....

It may not always be possible for a registered nurse to administer medications and so this task will be completed by a nominated administration staff member.

Medicine will be supplied to the school in the original container with the pharmacy name, medication, dosage and frequency details on the container.

A record will be kept of all doses administered at school.

Any changes in dosage or frequency of administration must be notified to the school in writing.

The school reserves the right to decline or to discontinue administering medicine to any student at any time. Parents will be advised first in the likelihood of this decision being made.

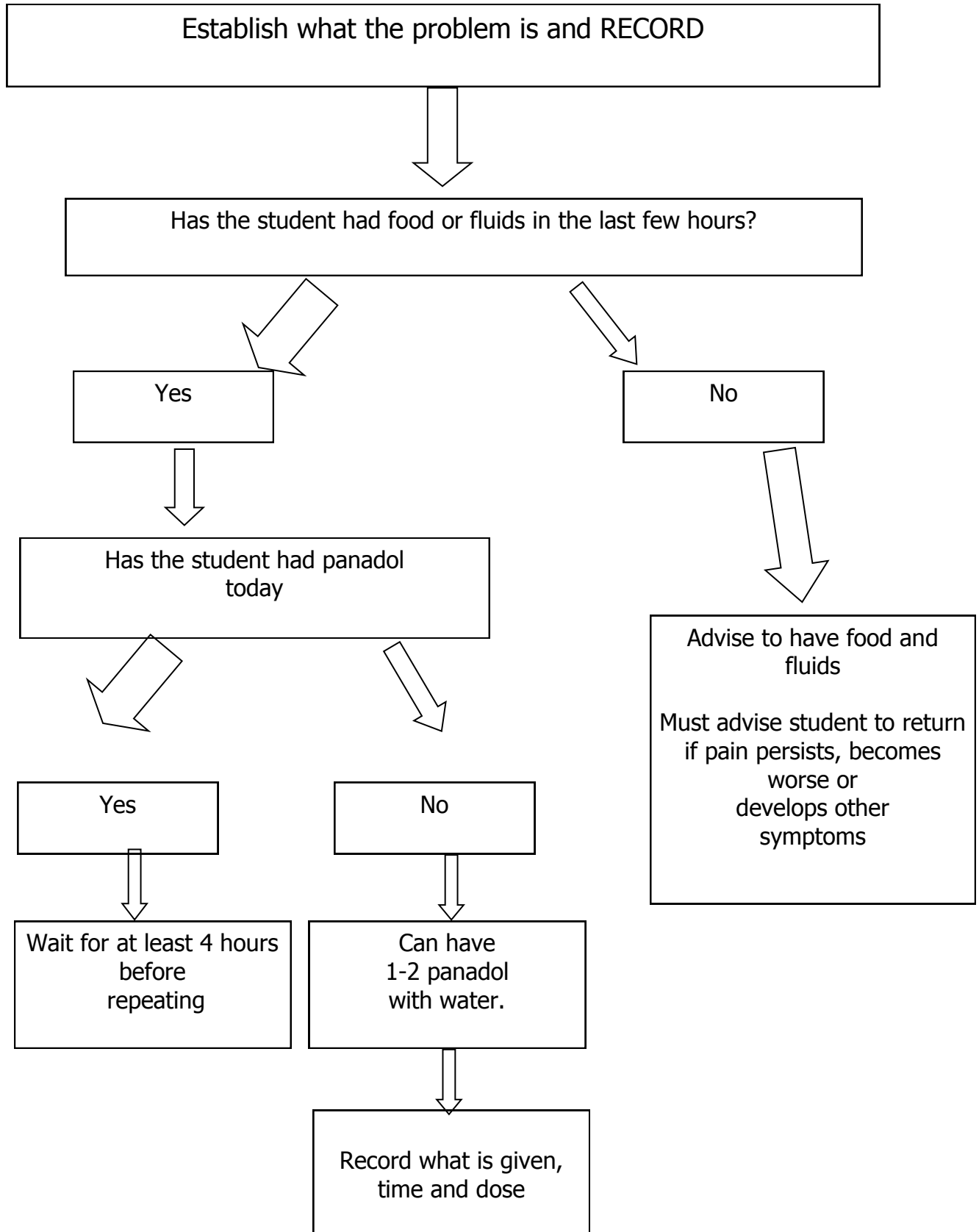
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I have provided these instructions and agree to the above conditions:

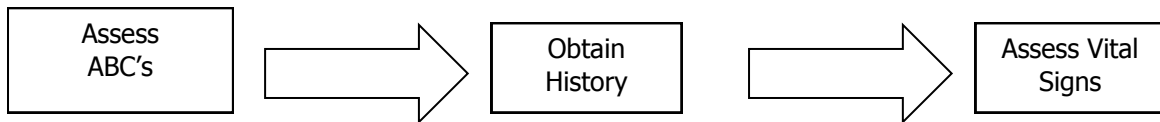
Parent/caregiver:

.....Date.....

# Guidelines For Issuing Panadol/Ibuprofen



# ANAPHYLAXIS / ALLERGIC REACTION CARE PLAN



**Physical Exam**  
Assess for:

- Difficulty Breathing/ respiratory distress
  - Weak pulse or increased pulse
    - Hypotension
  - Poor breath sounds
  - Persistent cough, sneezing
- Hoarse voice, swelling of the tongue, lips, mucous membranes or throat
  - Tightness in throat or chest
- Skin: erythema, hives, itchy, peripheral oedema
  - Cyanosis of the lips
- Apprehension, sweating, weakness
- Complaining of a feeling of warmth
- Nausea, vomiting, abdominal cramps

**TRIAGE**

**Emergency**

Loss of consciousness  
Severe respiratory distress  
Signs of shock / hypotension  
Hx of allergy / anaphylaxis

Call for support person  
Contact emergency services

Adrenalin via EpiPen if known to have allergy

Initiate CPR if appropriate  
B/P pulse resps at 5 min Intervals

Notify parent / caregiver as soon as possible  
Complete student health record  
Follow up

**Urgent**

Any oral swelling - refer to casualty  
Generalised mild symptoms  
Hives  
Abdominal cramps  
Nausea  
Unresponsiveness to prescribed medication

↓

Determine need to contact emergency services.  
Check student record  
Hx of allergy  
Ice pack to sting site  
Monitor closely

↓

Administer Anithistamine  
If symptoms worsen - proceed to Emergency care plan  
Notify parent / caregiver

**Non Urgent**

Localized reaction  
Responsive to medication

↓

Ice pack to sting site.  
Stingose / anthisan cream

Consult student record  
Determine need to inform parent / caregiver

Observe for 20 mins if no known history from sting reactions

Return to class

Adapted from Hillcrest High School Health Clinic 2002

# Sexual Health

## Rationale

Any student presenting with any sexual health issues is dealt with based on the Board of Trustees's (BOT) philosophy that all students who request help with issues relating to sexual health and sexuality will be treated with dignity and respect, and be provided with advice and support.

## Purposes

To acknowledge that, while recognising people in the school community hold a wide range of views on sexual health and sexuality, that General Practitioners, Registered Nurses, and Guidance Counsellors provide a service to meet the rights and needs of the individual.

To remove barriers for students obtaining sexual health advice and services by using appropriate school and community resources available.

To ensure that provision of services is carried out in accordance to relevant New Zealand Legislation.

## Guidelines

- The General Practitioner, Registered Nurse and the Guidance Counsellor will be available for students wishing to discuss sexual health and sexuality.
- The General Practitioner, Registered Nurse and the Guidance Counsellor will strongly encourage a student to inform an appropriate parent/caregiver/whānau member about their sexual health, sexuality and any related issues.
- The General Practitioner, Registered Nurse and Guidance Counsellor will document assessments ensuring the student's information remains confidential and private. General Practitioners, Registered Nurses and Guidance Counsellors are bound by the regulations of their professional bodies to ensure they meet legislative requirements.
- Through the sexual health curriculum for Years 9-10, the school will promote responsible sexual behaviour to minimise unplanned pregnancy, reduce termination of pregnancy rates and the incidence of sexually transmitted infections and HIV/AIDS.
- Students who require contraception will be encouraged where ever possible to visit an appropriate provider, this may or may not be the school Dr.
- There is an expectation that all Health Centre staff and staff delivering the Sexual Health component of the Health Curriculum will be provided with relevant Professional Learning and Development.

## Procedures

- A Registered Nurse, who has received appropriate training and has been endorsed by Nursing Council to administer Emergency Contraceptive Pills (ECP), must follow the guidelines for the supply of ECP .
- Where possible, opportunistic education regarding Sexually Transmitted Infections (STI's) will be undertaken in the Health Centre or referral to appropriate agency will be arranged.
- When required the General Practitioner, Registered Nurse or Guidance Counsellor will refer the student to the most appropriate agency in relation to their sexual health and/or sexuality needs.
- Students will be strongly urged to inform their Parent/caregiver of their situation and may be provided with a letter (attached) to help them with this.
- The General Practitioner, Registered Nurse or Guidance Counsellor will use their discretion to issue a leave pass to students who require referral to an external agency (as above) to discuss sexual health, sexuality. On return to school the student must provide, to the originating referrer, proof of appointment attendance in the form of a medical certificate or similar.
- When first referring and then as required an appropriate referral letter will be supplied by the referring General Practitioner, Registered Nurse or Guidance Counsellor to the Referral Agency.
- The General Practitioner, Registered Nurse and Guidance Counsellors Board of Trustees' (BOT) reports will include statistics demonstrating the number of students reporting for and receiving sexual health services.
- Some of the services available at the school clinic relating to sexual health are:
  - Pregnancy testing and counselling. (Pregnancy testing will occur on site. Students will not be given kits to test at home.)
  - STI advice.
  - Contraceptive advice.
  - Emergency Contraceptive Pill.

NZ Legislation	Privacy Act (1993) The Contraception, Sterilisation and Abortion Act (1977) The Child Young Persons and their Families Act (1989) The Guardianship Act (1968) Health Information Privacy Code (1994) Health Practitioners' Competence Assurance Act (2003) Official Information Act (1982)
School Policy & Health Centre Guidelines	Confidentiality Policy Standing Orders Policy Sexual Health Guidelines Nag 5; Reporting Child Abuse & Neglect
Other related documents	Code of Conduct for Nurses (2005)
Referral Agencies	Family Planning Association Clinics Sexual Health clinic Waikato Hospital School Doctor General Practitioners

# Administration of Emergency Contraceptive Pill

## Rationale

The following procedures are designed to ensure that the Emergency Contraceptive Pill is administered by the Registered Nurse in accordance with the guidelines set out in the Te Awamutu College Sexual Health Policy.

## General Comments

The Contraception, Sterilisation & Abortion Act 1977 amended 1990 states that all young people (including those under the age of 16 years) are entitled to access information and contraception from health professionals without consent from parents or guardians.

## Procedures

- The Registered Nurse must have undergone appropriate training and be endorsed by the NZ Nursing Council to administer the Emergency Contraceptive Pill (ECP).
- The Registered Nurse must be covered by Indemnity insurance.
- When a student requests the ECP, the Registered Nurse will interview her in order to complete a questionnaire. It contains the following critical questions which cover:
  - \* The date of the student's last menstrual period to ensure she is not already pregnant
  - \* The date and time of the student's last unprotected intercourse to ensure it is not outside of the last 72 hours
  - \* Whether the sex was consensual
  - \* Whether the student used hormonal contraceptives or devices
  - \* The student's ongoing method of contraception
  - \* Any contraindications from other medications
  - \* Is this a matter they are prepared to discuss with parent / caregiver?
- Whilst filling in the questionnaire, the Registered Nurse will discuss with the student the choices around ABC – Abstinence, Being Faithful and Contraception.
- In accordance with the protocols, a student must take one Emergency Contraceptive Pill with food.
- The Registered Nurse must document in the student's health file ( ECP Consent Questionnaire) the administering of the ECP including the drug, the dose, date, time and method of administration plus the follow up appointments. This will be recorded on KAMAR as ECP procedure followed. Students will be supplied with the Family Planning Association Pamphlet which provides instructions and follow up information.
- The questionnaire will be filed with the student health information form on file from enrolment.
- Students will be advised that the ECP is not to be used as their standard contraceptive method. In such cases, the Registered Nurse will organise a referral to a local provider for appropriate long-term contraception.
- The ECP will be provided free to Te Awamutu College through school Doctor.

THE INFORMATION I HAVE PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND HOW TO TAKE THE MEDICATION AND I WILL ALSO HAVE A FOLLOW UP VISIT WITH THE NURSE IN 3—4 WEEKS.

NAME .....

SIGN.....

DATE.....

I HAVE PROVIDED THE ECP FOR THIS STUDENT

NAME .....

SIGN.....

DATE.....

**LEVONORGESTREL 750 MCG**

LOT NO.....

EXP DATE.....

This form was designed by Sue Caldwell  
TeAwamutu College2006  
Amended 2007  
Adapted for use at Te Awamutu College  
from Shirley Cresswell Hillcrest High School 2003

Te Awamutu College  
938 Alexandra St  
Te Awamutu  
Phone; 871 4199

Nurse in Attendance  
10.00 - 3.00 daily

# Te Awamutu College Health Centre

## Emergency Contraceptive Questionnaire



**Confidential**

# EMERGENCY CONTRACEPTION CONSENT

Name; .....

Date of Birth: ...../...../.....

Address:  
.....  
.....  
.....

Doctor :.....

The information discussed in this consultation is strictly confidential and your file is not accessible to anybody other than the clinic nurses.

Sometimes it is helpful for your usual Dr to know what medication you have had and what your circumstances are. Would you like us to inform your usual Dr about this consultation?

Yes / No

Are you currently using any contraception?

Yes / No

.....  
.....

Date of last menstrual period

...../...../.....

Was your last period late or lighter than usual or unusual in any other way?

Yes / No

Have you had unprotected intercourse at any other time since your last period?

Yes / No

Blood Pressure ...../.....

Are you suffering from any form of bowel disease such as Chrohns disease or have liver problems?

Yes / No

Current medications including herbal remedies or supplements.  
.....

Are you obtaining the ECP for your own use?

Yes / No

The ECP is only an appropriate form of contraception if you have had unprotected sex in the last 72 hours.

I have unprotected sex in the last 72 hours.

Yes / No

Was the intercourse consensual, was it a relationship you were wanting?

Yes / No

Is this a matter you could discuss with your parent or caregiver?

Yes / No

I have been provided with information on contraception and sexually transmitted diseases.

Yes / No





# TE AWAMUTU COLLEGE

P O Box 369, Te Awamutu, New Zealand.

Tel: 07 – 871 4199 Fax: 07 – 871 4198

Email: [info@tac.school.nz](mailto:info@tac.school.nz)

## Student Health Information (For School Nurses Only)

Surname:	Level: Year _____	ID No:	_____/_____/_____ Date of Birth
First Names:	Doctor and/or Registered Medical Centre:	Doctor's and/or Medical Centre Phone No:	

**Past History of Operations, Illness, Injuries, Disabilities:** \_\_\_\_\_

\_\_\_\_\_

**Date of last tetanus injection:** \_\_\_\_\_

Vaccinations	
MMR Immunisation	YES <input type="checkbox"/> NO <input type="checkbox"/>
Whooping Cough	YES <input type="checkbox"/> NO <input type="checkbox"/>

Medical Conditions			
Asthma <input type="checkbox"/>	Depression <input type="checkbox"/>	Hayfever <input type="checkbox"/>	Migraines <input type="checkbox"/>
Allergies <input type="checkbox"/>	Epilepsy <input type="checkbox"/>	Hearing Problems <input type="checkbox"/>	Menstrual Problems <input type="checkbox"/>
Anxiety Problems <input type="checkbox"/>	Eyesight Problems <input type="checkbox"/>	Heart Condition <input type="checkbox"/>	Skin Condition <input type="checkbox"/>
Cancer <input type="checkbox"/>	Fainting <input type="checkbox"/>	Kidney Problems <input type="checkbox"/>	Other (eg. ADD) <input type="checkbox"/>
Diabetes <input type="checkbox"/>			

If  please give details of condition and medication: \_\_\_\_\_

\_\_\_\_\_

**Consent:** Please tick

YES  NO  I accept that staff will apply basic first aid when necessary.

YES  NO  I accept responsibility for any expenses incurred in obtaining treatment for this child in an emergency.

YES  NO  I give permission for this child to seek out the services of the nurse and/or doctor at Te Awamutu College or in an emergency to be taken to A&E or a local doctor in Te Awamutu.

I give permission for this child to receive medications for:

YES  NO  Headache (Panadol)

YES  NO  Antihistamine (Histaclear)

YES  NO  Pain relief (Ibuprofen)

Parent's/Caregiver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Confidentiality**

The information given here will be recorded on the school's Health database, which is accessible to the School Nurse(s) only. Relevant health information will be provided to teachers, as deemed necessary by School Nurse(s). All relevant NZ legislation will be followed with regard to this information.

## **Acknowledgements & References for the Development of this Policy Manual**

- Auckland school Nurses Group  
[www.schoolnurse.org.nz](http://www.schoolnurse.org.nz)
- Shirley Cresswell, School Nurse, Hillcrest High School
- NZ Legislation  
[www.legislation.co.nz](http://www.legislation.co.nz)
- Family Planning NZ  
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[www.fpa.org.nz](http://www.fpa.org.nz)