

PROCEDURE



Ref. to Legislative Frameworks: HESF2015: Standard 2.3.5 / 6.2.1 / 7.3.3 SRTO2015: Standard 7.4 National Code 2018: Standard 6.1/6.3/6.4/6.5	Asthma, Allergy or Epilepsy Incident Follow Up Management Procedure	
Version: 1.1	Procedure Owner: General Manager, Operations and Risk Management	Issued on: 27/12/2017 Review by: 27/12/2020

Revision History

Current Version	Description of Change	Procedure Developer	Effective Date
1.1	Added reference to National Code 2018	General Manager, Operations and Risk Management	27/12/2017

PURPOSE

This procedure details a course of actions to be taken by Academies Australasia Polytechnic (AAPoly) in the aftermath of an asthma/allergy attack or epilepsy incident. It concerns the follow up and recordkeeping measures thereafter. All relevant reports on critical incident are to be maintained for at least five (5) years in accordance with the Work Health and Safety Act 2011.

This procedure should be read and implemented in conjunction with:

- AAPoly Risk Management Policy and Procedure
- AAPoly Critical Incident Procedure
- AAPoly Work Health and Safety Procedure
- AAPoly Privacy Policy.

SCOPE

This procedure is applicable to all incidents:

- that occur on AAPoly premises, and/or;
- that occur on premises under the supervision of AAPoly staff member, and/or;
- that involves AAPoly staff member or student, while conducting work or studies related activities.

ROLES AND RESPONSIBILITIES

- AAPoly student or staff member – reports any critical incident to the most senior staff member available and responds to a critical incident according to advice from the Critical Incident Team.
- HR Manager:
 - ensures staff record is accurate about any health related conditions
 - check and ensure there is an Action Plan in place with the staff member and within the Individual Staff file.
- Designated Head (Student Services) (DH-SS):
 - ensures AAPoly complies with the Education Services for Overseas Students Act as relevant
 - publicises, offers and ensures that students have access to relevant support within AAPoly and externally
 - completes Critical Incident/Hazard Investigation Form within five (5) working days of incident
 - analyses incident data and presents findings to the WHS Committee.
- Student Counsellors:
 - ensure that student data in Paradigm or I-drive has information on the health conditions, disability or impairment
 - ensure an Action Plan is in place for the student and copies are safely kept with the support person, as well as in Paradigm and/or I-drive

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- The Critical Incident Report should be completed by the staff member who was involved in the resolution of the asthma or allergy attack incident. Afterward, the report will go to the HR Manager (for staff) or DH-SS and the Student Counsellor (student) for the appropriate follow up actions.
- After receiving information from the respective department that the staff member or student suffers from a condition, the HR Manager should check and ensure that inside the Individual Staff file a current Action Plan is available. The Student Counsellor should:
 - Check in Paradigm for the student information available.
 - If the information in Paradigm is insufficient, the Student Counsellor is to go into the Individual Student Folder in I-drive.
 - Inside Paradigm and/or the Student Folder is the scanned Enrolment Form, Student ID and other documents provided by the students. Please check if the student has indicated on the Enrolment Form whether or not he/she has any health conditions, impairments or disabilities.
 - If the information about health conditions, impairments or disabilities is not registered in the student's records, the Student Counsellor will email the student or his/her next of kin to provide AAPoly with an Action Plan or, in case the student cannot obtain an Action Plan, a Medical Certificate.
- In the absence of an Action Plan, after receiving information that the staff member or student suffers from a relevant condition, the HR Manager or Student Counsellor will arrange an appointment with the staff member or student to explain the importance of having an Action Plan and an assessment will be made:
 - For asthma or allergy conditions - by the Asthma Foundation of Victoria (AFV).
 - For epilepsy - by the Epilepsy Foundation of Victoria (EPV).
- Once the Action Plan is prepared and presented to AAPoly, the HR Manager or Student Counsellor will ask the staff member or student to appoint a colleague or classmate to be a support person, to assist him/her in the case of an asthma/allergy attack or epileptic seizure incident in the future.
- For staff member:
 - The HR Manager should follow up with the staff member within a week after the incident, to obtain an Action Plan and ensure that the support person has been given a copy of the Action Plan.
 - The HR Manager will update the Individual Staff file and enclose a copy of the Action Plan in the file for future reference.
 - The staff member must ensure that the HR Manager is updated if their support person changes.

- For students:
 - Student should give his/her consent to the Student Counsellor to call AFV or EPV to arrange a date and time for an Intake Worker to meet with the student, assess his/her condition and create an Action Plan.
 - The student and the Intake Worker can agree to have the appointed support person present on the day of the appointment, to be trained on how to assist the student.
 - Within a week after the meeting between the student and the Intake Worker, the Student Counsellor will ensure that a copy of the Action Plan is kept in the student's file, the Paradigm data is updated and the Action Plan is understood and always carried by the student and their support person.

- All records of critical incidents, the follow up measures and staff and student records are kept in accordance with the AAPoly Privacy policy that protects the confidentiality.

FEEDBACK

Queries or comments about this procedure should be emailed to the DH-SS through studentadmin@aapoly.edu.au. The Head of Student Services will respond to the inquiry or feedback in writing within two (2) weeks after the receipt of the email, unless an urgent or immediate response is required. The queries or comments will be recorded in the Continuous Improvement Register and form a part of policy and procedure review for quality assurance.

References

Source	Document Title	Version/Date
Internal	Academies Australasia Group Critical Incident Policy and Procedure	Rev. 4 (PP 2.3) accessed in May 2016
	AAPoly Student Internship or Work Integrated Learning Policy	v. 2.0/01032016
	AAPoly Critical Incident Report Form	v. 1.0/01032016
External	ASQA Standards for Registered Training Organisations	2015
	Deakin University Critical Incident Policy	1 February 2016, accessed 20 August 2016
	Department of Immigration and Border Protection website	www.border.gov.au accessed 22 February 2016
	Higher Education Standards Framework	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018