

Hillarys Primary School

STUDENT HEALTH CARE POLICY



This policy is prepared in accordance with the WA Department of Education ***Student Health Care Policy*** Version 3.4 (last update 11-8-16)

IDENTIFYING STUDENT HEALTH CARE NEEDS

On enrolment parents will be;

- Provided with the Student Health Care: Parent Information Brochure
- Provided with the Student Health Care Summary form to complete
- Provide a record of their child's immunisation history.

For students who health care needs require extra support from the school and if these needs are able to be supported using the resources available, the school will:

- Request the parent to complete one or more of the Department's standardised student health care plans and/or plans and authorities from their child's medical practitioner.
- Manage the documentation, implementation and updating of student health care plans.
- Arrange the training necessary to enable staff to support student health care.

Please note:

If parents do not provide immunisation records the parents are advised that should an outbreak of a vaccine preventable disease such as measles occur, their child may be excluded until 14 days after the onset of the rash in the last case occurring at the school. Contact management will be coordinated by public health staff.

It is acknowledged that staff have rights and responsibilities in regard to student health care. Staff are:

- Expected to support the implementation of student health care plans, however they have the right to decline to conduct medical procedures and/or to undergo training to provide health care support.
- Recognized to owe a duty of care for the safety and welfare of students and should administer first aid or health care support within their level of experience until medical assistance can be provided in an emergency.
- Supported by the Department when fulfilling their duties in good faith in administering health care support and/or emergency first aid.

MANAGING STUDENT HEALTH CARE

In the case of health related absences from school the school will:

- Arrange provision of an educational programs for students who are absent for more than 10 days due to illness
- Provide chronically ill students with ongoing engagement and participation in an appropriate education program (Refer Hospital School Service)
- Liaise with agencies where necessary to provide support and sharing of management of education schooling

MANAGING STUDENT HEALTH CARE RECORDS

The school will:

- Maintain student health records in accordance with the Department's Records Management Policy.
- Upload information from the Student Health Care Summary and health care plans into the medical details of Integris unless the parent specifies that the information is not to be shared.
- Retain signed and hard copies of all documentation including immunisation records on the student's school file
- Review all student health care records annually or when the student's health needs change.
- Manage confidentiality of student health care information. This can be shared only with parental consent, if there is an imminent threat to the student (eg suicide), or in the case of legislative or mandatory reporting (eg child sexual abuse).

MEDICAL EMERGENCIES

The school will collate and maintain a register of staff with current first aid training.

The school will prepare plans for medical emergencies. (Refer HPS Emergency Action Plans). These plans will provide:

- Information re the student's condition and the emergency treatment of their condition.
- Details of medications held on site for the student, their location and administration directions.
- Parents/carers contact details
- Updated information for staff as further or new information is provided.
- Information for duty and/or relief teachers (through duty files and relief teacher notes)

In the case of a medical emergency the school (through the principal) will:

- Organise medical attention for the student
- Make appropriate transport arrangements if required
- Inform parents as soon as possible of actions taken
- Complete an online incident notification if required
- Arrange a review of the event and debriefing and support for staff and students if required.

If students require transport in a medical emergency the school will:

- Take into account the nature of the emergency and local circumstances such as the availability of an ambulance service
- Use the ambulance service if it is available within a reasonable timeframe in the case of a serious emergency.
- Seek advice from ambulance or medical service prior to providing transport in a private vehicle (if ambulance is not available)
- Subject to agreement from the ambulance or medical service transport the student to a health service or medical practitioner
- Whenever possible arrange for at least two people to travel with the student.

Please note:

*The Student Health Care Summary which is completed by all parents on enrolment indicates that parents are expected to meet the cost of an ambulance in an emergency. If in an emergency a school may have requested an ambulance for a student which parents request to be cancelled (once they are contacted) so they can transport the student, the school has a duty of care for the student and the arrangements for transport by ambulance should proceed. **An ambulance should not be cancelled until the parent arrives and the student is handed into their care.***

ADMINISTRATION OF MEDICATION

The school:

- Requires parents to provide information regarding long-term administration of medication in the students' health care plan
- Require parents to complete relevant documentation for the short-term administration of medication
- Maintain a record of all medication administered at school
- Arrange for medication to be stored appropriately (eg locked store, fridge)

STUDENT IMMUNISATION

The school will:

- Collect and record information on Integris regarding the student's immunisation status
- Provide information regarding the immunisation record of any student to the Department of Health on request.

COMMUNICABLE DISEASE MANAGEMENT

If a student is deemed to have a communicable disease the school (through the principal) will take action in accordance with the advice provided by the Department of Health in managing communicable diseases. The school will:

- Report the matter to the local Department of Health unit and seek their advice before taking further action
- Act in accordance with advice provided by local Department of health staff.

ANAPHYLAXIS (Refer to HPS ANAPHYLAXIS MANAGEMENT POLICY)

The school has a whole school approach to the prevention and emergency management of anaphylaxis which includes:

- Identification of students at risk
- The development of a health care plan for students with anaphylaxis which includes an ASCIA emergency action plan
- Verifying that staff have completed anaphylaxis training
- Establishing procedures for reducing the risk of exposure to known allergens
- Establishing procedures for responding to anaphylaxis emergencies
- Verifying that parents have provided a prescribed (in code) adrenaline auto-injector
- Identification of situations which pose additional risk such as when relief staff are present or students are involved in incursions or excursions and establish procedures to mitigate the risk.

Please note:

Legislation is now in place to provide explicit protection for staff to who administer an AAI without parent permission in an anaphylaxis emergency.

HEAD LICE

The school in consultation with parents and staff will develop agreed management communication and education strategies to reduce the impact of head lice infestation. The school:

- Will inform parents of a particular class group or year level by letter if a case of head lice is reported within the group.

Please note:

- *If head lice are found students may be given tasks which do not involve close group work but do not necessarily need to be excluded from school*
- *In certain circumstance under the School Education Act 1999 the school has discretion to require that a student does not attend or participate in an educational program until parents confirm that a recommended treatment is being undertaken and all head lice are removed.*

SUNCARE (Refer HPS SUNSMART POLICY)

The school will:

- Modify teaching and learning programs to suit weather conditions
- Allocate areas for play especially in times of high UV for students have access to shade
- Implement a 'no hat, no play' policy for all outside activities throughout the year.
- Provide alternate areas and activities for non-classroom times on days of high temperature or sun exposure.

Please note:

- *Schools are not closed during periods of prolonged high temperature*
- *Parents may keep their child at home and provide an explanation of absence to the school*
- *Parents may withdraw students from the school program in negotiation with school staff.*