



## STUDENT HEALTH CARE POLICY

The Department of Education promotes student health, supports student health care needs, and identifies and minimises health risks within the context of the schools' resources, and the assistance available from specialist services.

At enrolment, principals will:

- provide parents with the Student Health Care: [Parent Information Brochure](#);
- provide parents with the [Student Health Care Summary Form](#) to complete; and
- request parents to provide a record of their child's immunisation history.

For students whose health care needs can be supported using the resources available to the school, the Deputy Principal will:

- request parents to complete one or more of the Department's standardised [Student Health Care Plans](#) or provide an alternative plan from their child's medical practitioner;
- manage the implementation and updating of student health care plans; and
- arrange the training necessary to enable staff to support student health care.

### MANAGING STUDENT HEALTH CARE WHEN STUDENTS ARE OFF SITE

Students who require health care support may be at increased risk when engaged in off-site activities such as excursions and camps. When planning these activities, health care plans should be reviewed in the context of the particular activity and with reference to the Department's Excursions Policy and Procedures.

#### PARENT COOPERATION/PARTNERSHIPS

Principals should encourage parents to work in partnership and cooperate in providing the necessary health information and/or medication required. If parents do not cooperate, they should be informed in writing of the possible implications of failing to provide relevant health information and/or medication.

If parents do not respond to written communication, principals may:

- in the case of students of sufficient maturity (independent minor), be able to deal directly with the student who can make his/her own health care decisions;
- seek agreement from the parent to liaise directly with the student's medical practitioner;
- if the school becomes aware that a student has a complex and/or potentially life threatening condition, seek advice from the Regional Education Office, school/community health nurse and/or Legal Services;
- refer the matter to the Department for Child Protection and Family Support as a case of medical neglect.

#### HEALTH RELATED ABSENCES FROM SCHOOL

SIDE staff will:

- arrange provision of an educational program for students who are absent for more than 10 school days due to illness; and
- provide chronically ill students with ongoing engagement and participation in an appropriate education program.

If a parent insists that his/her child attend school and the principal believes that the child is not well enough to attend, the principal can request the parent to provide a medical certificate to confirm that the child is fit to attend school.

## STAFF RIGHTS AND RESPONSIBILITIES

Principals will advise staff of their rights and responsibilities in regard to student health care.

- Teaching 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.
- In an emergency, all school staff owe a duty of care for the safety and welfare of students. In the absence of staff with relevant first aid training, available staff should administer first aid or health care support within their level of experience, until medical assistance can be provided.
- The Department supports staff who have fulfilled their duties in good faith. This includes administering health care support and/or emergency first aid.

## MANAGING STUDENT HEALTH CARE RECORDS

The Deputy Principal will ensure that procedures are in place to:

- 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 section of the School Information System (SIS), unless the parent specifies that the information is not to be shared;
- retain signed, 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; and
- manage confidentiality of student health care information.

## MEDICAL EMERGENCIES

Principals will develop plans for medical emergencies, which include processes to verify that if the principal is not present, they are informed of all emergencies.

In a medical emergency, principals will:

- organise medical attention for the student;
- make appropriate transport arrangements if required;
- inform parents as soon as possible of actions taken;
- promptly record all actions taken;
- complete an online incident notification report if required; and
- arrange a review of the event and debriefing and support for staff/students if required.

## TRANSPORTING STUDENTS IN A MEDICAL EMERGENCY

When arranging transport in a medical emergency, principals will:

- take into account the nature of the emergency and local circumstances such as the availability of an ambulance service; and
- in a serious medical emergency, use an ambulance service if it is available within a reasonable timeframe.

If an ambulance is not available, principals will:

- seek advice from the ambulance or medical service prior to providing transport in a private vehicle;
- subject to agreement from the ambulance or medical service, transport the student to a health service or medical practitioner; and
- whenever possible, arrange for at least two people to travel with the student, one to drive and the other(s) to monitor the health of the student.

## ADMINISTRATION OF MEDICATION

Principals will:

- require parents to provide information regarding long-term administration of medication in the student's health care plan;
- require parents to complete relevant documentation for the short-term administration of medication;
- require parents to provide any medication the student needs;
- maintain a record of all medication administered at school; and
- arrange for all medication to be stored appropriately.

#### ANAPHYLAXIS

Principals will establish 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 Australian Society of Clinical Immunology and Allergy (ASCIA) emergency action plan;
- verifying that an adequate number of staff, including staff responsible for first aid, 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 adrenaline auto-injector for students with anaphylaxis;
- verifying that up to date emergency adrenaline auto-injectors (AAIs) are available in the first aid kit including a lower dose, (junior version), if there are students in the school that weigh less than 20 kilograms; and
- identifying situations which pose additional risk such as when relief staff are present and establishing procedures to mitigate the risk.

Department of Education [Student Health Care Policy](#) and [Duty of Care of Students](#).