



# STUDENT HEALTH POLICY

## **Purpose:**

To ensure the appropriate care and management of all students at Springfield Primary School.

## **Aims:**

- To ensure all students, with a medical condition requiring care and management by school staff, have a current Medical Action Plan developed in consultation with parents/caregivers.
- To ensure all medication administered by the school is carried out within DET guidelines.
- To ensure all staff have regularly updated skills to enact any school Medical Action Plan.
- To ensure all children who become unwell during school are managed appropriately.

## **Procedures: Medical Action Plans**

- Upon enrolment all parents/caregivers will be required to identify all medical conditions for each enrolling student
- Upon enrolment all parents will be provided with a copy of the Department of Education Student Health Care pamphlet
- School enrolment officer will notify the Deputy Principal of medical conditions identified, who will then liaise with parents to develop a Medical Action Plan, as necessary.
- The Office staff will then ensure the Medical Action Plan is provided to relevant staff.
- If the school is required to store medical equipment or medication, then the Office staff will create a medical bag containing a Medical Action Plan and the required medical equipment and/or medication to be stored as detailed in the Medical Action Plan.

## **Deputy Principal (or their delegate) Responsibilities:**

- Ensure all Medical Action Plans are updated annually with administrative support.
- Ensure office staff check all stored medication or equipment that has passed its expiry date is replaced
- Ensure all staff are aware of existing Medical Action Plans and have the skills to enact the plans.
- Ensure medical bags and first aid kits accompany all school groups on excursions
- Ensure office staff check first aid kits regularly and restock as required

## **Teacher Responsibilities**

- Ensure they are familiar with medical plans for students in their class.
- Take medical plans and first aid kit on excursions.

## **Parent Responsibilities:**

- Ensure school is advised of all medical conditions of students upon enrolment, as needed.
- Ensure school is advised of any changes to student medical requirements in writing.

## **Administration of Medication**

- All short and long term requests from parents to administer medication must be in writing.
- All long term medical requests are accompanied by “Medical Instructions from Prescribing Doctor”
- All medication is stored securely
- Details of all medication administration to be recorded in writing on “Record of Medication Administered” Form and stored confidentially, in student’s file, until the child reaches 25 years of age.

## **Deputy Principal (or their delegate) Responsibilities:**

- Ensure all requests from parent/caregivers to administer medication are in writing.
- Ensure class teachers are advised in writing of the time for medication administration
- Manage the administration of medication as per parent/caregiver instructions
- Record details on medication administration and store confidentially in student’s file until they reach 25 years of age.
- Ensure all medication is stored correctly. Restricted drugs must be stored in a locked cabinet away from non restricted drugs.

## **Teacher Responsibilities**

- Ensure students receive medication as directed by parents / care givers.

## **Parent Responsibilities**

- Ensure all requests for school staff to administer medication are made in writing.
- Supply medication and administration tools (medicine cup, syringe etc) to school office.

Medication must be: Clearly labelled with student name, dosage and time to be given.

Within expiry date

In original packaging

In correct dosage – staff are not to cut medication.

- Advise administration staff of any changes to medication requests in writing, together with Doctor’s instructions when appropriate.

## **Care and Management of Unwell Students**

- All students who present as unwell or complain of being unwell will be sent to the office with an “Illness Alert” form.
- Administration staff will assess situation and contact parents to seek further instructions or request student be collected from school.
- Students awaiting collection will, where practical, return to class.

## **Administration Team Responsibilities**

- Assess situation
- Consult school medical file for any Medical Action Plans
- Arrange to contact parents for further instructions or to arrange collection of student
- Advise teacher of action

## **Teacher Responsibilities**

- Send unwell student to office with an “Illness Alert” form

## **Parent Responsibilities:**

- Ensure all medical information supplied to the school is accurate and regularly updated
- Ensure contact details are accurate
- Arrange prompt collection of unwell children
- Sign child out from front office and collect child's belongings from class.

## Care and Management of Injured Students

If student is able to move safely:

- They should be escorted to the office by a staff member (if available) or a responsible student. The teacher is to maintain duty of care of the students in their class/designated duty area.
- A first aid officer is called to determine the potential injury.
- For any head knocks, or potential broken bones, parents should be called as soon as possible.
- For head knocks, the parent decides if they wish to see their child and keep them at school. If they deem them able to stay at school, teachers are informed to monitor the child closely.
- For potential broken bones, the first priority is to manage the fracture/break following the guidelines from [Healthy WA](#).
- Parents are to be called immediately to collect the child and take them to hospital.
- If the parents cannot be contacted, continue to monitor the child. If their condition worsens, call an ambulance to take the child to hospital.
- If the parents cannot be contacted after an extended period of time, the principal will contact Co-ordinator of Regional Operations and determine whether calling an ambulance is necessary.
- In the case of a potential broken bone, principal to complete an Online Incident Notification report, and relevant staff members complete an Accident/Injury Incident Report.
- On the child's return to school, the student services team determine appropriate supports for the student based on the nature of their injury.

If it is deemed by the teacher that it is in the best interest of the student's safety to remain still (eg: potential broken leg, neck or spinal concern):

- Teacher makes contact with the office, either via phone or via a runner (another staff member or responsible student).
- Remove other students from the area and establish a safe environment.
- Contact an ambulance to attend to the injured student at school.
- Contact the parents to inform them of the nature of the injury and that an ambulance will be attending.
- Principal completes an Online Incident Notification report, and relevant staff members complete an Accident/Injury Incident Report.
- Principal informs Co-ordinator of Regional Operations via phone of the situation and the steps taken.

### Administration Team Responsibilities

- Contact a trained first-aid officer to assess the situation.
- Arrange to contact parents for further instructions or to arrange transportation of student
- Advise teacher of action

### Teacher Responsibilities

- Send injured student to office following the guidelines outlined above.

### Parent Responsibilities:

- Ensure all medical information supplied to the school is accurate and regularly updated
- Ensure contact details are accurate
- Inform the school of their preferred steps if they are unable to attend

## First Aid Trained Staff

- Trained first aid staff will be allocated according to the Department of Education Allocation Table.

<b>Total school population</b>	<b>Remoteness codes 0 and 1</b>	<b>Regional (remoteness code 2)</b>	<b>Remote (remoteness codes 3 and 4)</b>
0 to 199	2	3	5
200 to 399	3	4	6
400 to 699	4	5	7
700 to 999	5	6	8
1000 or greater	6	7	9

- In the absence of staff with relevant first aid training, available staff should administer first aid within their level of experience until medical assistance can be provided.