



PLAYFORD PRIMARY SCHOOL

Health Support Policy

Our school is committed to supporting the health and well being of all students. An important part of this commitment is our Health Support Policy. We acknowledge that parents/carers retain primary responsibility for their child's health care. This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding student's routine and emergency health care needs. Students will be supported to develop safe, self-management of their health care needs. This will occur with respect for the student's age and stage of development.

FIRST AID

If a student becomes unexpectedly ill or injured, staff will:

- Administer basic first aid.
- Contact the front office.
- Front office staff will call an ambulance if needed and continue to administer basic first aid.
- Inform parent/carer (or emergency contact) if first aid might need follow-up at home or with a doctor. (eg. Head injury, excessive nose bleed, or other agreed circumstances.)
- Staff will not remove splinters. The area will be washed and covered with a bandaid. Student's parent will be informed via a first aid note.

If students require first aid off site (eg. Excursions, camps, buses), staff will:

- Administer basic first aid.
- Call an ambulance if needed and continue to administer basic first aid.
- Inform parent/carer (or emergency contact) if first aid might need follow-up at home or with a doctor.

First aid from classroom:

- Teachers can administer basic first aid using supplies in their yard duty bum bags. First aid administered in the classroom will be recorded in first aid log located in their bum bags.
- If more first aid is needed the student will be sent to front office with completed 'First Aid Required' form.
- Front Office staff to administer first aid, record action in first aid log and contact parents if necessary. If parents/carers are contacted and the student is sent home, front office staff to ensure class teacher is informed.

First aid from yard:

- Teachers can administer basic first aid using supplies in their yard duty bum bags. First aid administered in the yard will be recorded in first aid log located in their bum bags.
- If additional first aid is needed student to be sent to front office with 'Permission to go to the office' card.
- Front office staff to administer first aid, record action in first aid log and contact parents if necessary. If parents/carers are contacted and the student is sent home, front office staff will notify class teacher.
- If there is a first aid or other emergency in the yard, staff to send a red card to the front office and/or staff room.

All head injuries need to be reported to parent / guardian by phone or written note.
--

ROUTINE HEALTH AND PERSONAL CARE SUPPORT

Some students may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents/carers must provide written information **from their doctor** which outlines specific care needs. Forms for care plans are available from the front office for a range of health conditions and needs, including:

- Asthma
- Diabetes
- Anaphylaxis (severe allergy)
- Medical information (for General health care or those without specific forms)
- General health information (to be completed by a general practitioner, psychiatrist or psychologist)

The purpose of these 'Care Plan' forms is to ensure that the school has information from the treating health professional relevant to the student's health, well-being, attendance, learning and care **at school**. We can then write a 'Health support plan' for the student, if deemed necessary by the school or if any of the following are relevant:

- There are any individual first aid requirements, other than a basic first aid response.
- The child needs additional supervision for health-related safety.
- There is a predictable need for additional support with daily living tasks.

'Health support plans' are written using the written information from the treating health professional, with discussion between school staff and the parents/carers.

It is the responsibility of the parent/carer to:

- request these forms
- ensure all appropriate forms are completed and signed by the doctor
- sign all appropriate forms as parent / guardian
- return all forms to the front office staff
- update all medical information on the appropriate forms as necessary.

ASTHMA

Students with asthma (even if only 'mild' or 'occasional') need an asthma care plan completed and signed by the treating doctor and given to front office staff. These plans need to be updated by the student's doctor annually. Staff can remind students to take their preventative asthma medication prior to physical activity if this is part of the asthma care plan. Staff are also trained to administer reliever medication in the event of asthma attack. The school has reliever medication (kept in the locked cabinet in the sick room) for use in emergency situations only. Children with asthma are encouraged to carry their medication with them at all times. All asthma puffers must have the pharmacist label, including the student's name, stuck on the puffer. It is the parent/carer's responsibility to ensure asthma medication is not out of date.

MEDICATION MANAGEMENT

As much as possible, we encourage students to take medication outside of school hours, eg. Three times per day can be taken in the morning (before school), afternoon (straight after school) and bedtime. If medication needs to be taken at school, students will be supervised in managing this process themselves (where capable) or will be given the medication by front office staff.

- Students must have a medication plan filled out by a doctor and the parent/carer (even for Panadol).
- Medication must be provided in the original pharmacist container with directions on the label.
- The student's name must be on the original label.
- Medication must not be out of date.
- Medication must be stored safely and so needs to be taken to the front office and given to a front office staff member for storage in the secure locked cupboard in the sick room. Medication should be handed from adult to adult. Children with asthma are encouraged to carry their medication with them.
- Medication must NOT be kept in children's school bags.
- A maximum of a weeks supply is to be provided at any time (except asthma medication).
- It is the parent/carer's responsibility to provide the required medication.
- A medication log will be filled out by the front office staff member supervising, or giving the medication, and will notify the class teacher if students fail to take their required medication.
- ALL medication (other than asthma puffers) must be stored in the locked cupboard in the sick room.
- Staff will not administer eye drops, ear drops or ointments. These must be administered by the student's parent/carer.

Students and parents are encouraged to discuss health care needs with the class teacher, front office staff, principal or deputy principal.

STEPS IN HEALTH SUPPORT PLANNING

Parents/Carers

1. Complete the enrolment form with accurate health / medical information.
2. Ensure the school has up-to-date information with parent/carer emergency contact details and at least 2 other people for back-up emergency contact.
3. Request the relevant health care plan forms as needed for the child.
4. Have the Health care plan forms completed and signed by the treating medical practitioner, sign them as parent/carer, and return to front office staff.
5. Work with Principal or Deputy Principal to complete a health support plan for the student if necessary.
6. Ensure all medication is delivered to the front office as needed, and that a medication plan is completed and signed by the doctor and signed by parent/carer.
7. Update the medical information as necessary with forms completed and signed by the treating medical practitioner.

Students

1. Follow the health care plan, medication plan and / or health support plan agreed upon.
2. Take medication under supervision as stated in the medication plan.
3. Alert class teacher if unwell or feeling early warning signs stated in plans.
4. Only take medication with and according to a medication plan.

Front office staff

1. Check that any student with a medical / health concern on enrolment form receives the appropriate health care plan forms and parent pamphlet.
2. Check health care plan forms for doctor and parent/carer signature.
3. Ensure leadership staff understand the care required if different from usual first aid, and that they share this information with all SSOs and class teacher/s.
4. File health care plan forms, medication plans and health support plans in the front office. Copy also to go to class teacher and into child's file.
5. Create laminated cards with student photo for any student who has a medical emergency and distribute to staff to be placed on their emergency key ring in their bum bag. Create a sheet for the Front Office with the student's medical emergency details. Ensure Catherine McAuley have a copy of the student's medical emergency laminated card and front office notice.
6. Keep a copy of Medication Plans in the sick room with the medication log.
7. Follow health support plans, health care plans and medication plans as necessary.
8. Complete the First aid log each time first aid is given.
9. Complete the medication log each time medication is given.

Principal / Deputy Principal

1. Check any health issues at enrolment discussion.
2. Ensure correct forms are given and explain policy.
3. Complete Health Care Plans with parent/carers as necessary.
4. Follow the attached 'Steps in health support planning'.
5. Deputy Principal to ensure NEP students have appropriate health support and health care plans as part of the NEP process.

All staff

1. Follow Health care plans, medication plans and Health support plans.
2. Send all medication (except for where students are encouraged to carry their medication with them as recommended by a doctor, ie Asthma) to the front office – needs to be delivered adult to adult.
3. Complete the first aid log each time first aid is given.
4. Ensure students taking medication are sent to the first aid room for administering their medication as per their medication plan.
5. Familiarise self with students throughout school with severe health concerns (see Medical emergencies folder in the front office).

Ensure any new medical emergency student's laminated cards are added to the key ring in the yard duty bum bags promptly.

Updated: July 2007