

SLPS Health Support Policy

Our school is committed to supporting the health and well-being of all students. We acknowledge that parents/guardians retain primary responsibility for their child’s health care. This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding children’s routine and emergency health care needs. Students are supported to develop safe, self-management of their health care needs with respect for the child’s age and stage of development.

First Aid

If a child becomes unexpectedly ill or injured, a designated first aider 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/guardian (or emergency contact) if first aid needs follow-up at home or with a doctor (eg head injury, excessive nose bleed, or other agreed circumstances)

If students require first aid off site (eg excursions, camps) staff will:

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

First aid from the classroom:

- Teachers can administer basic first aid using supplies in their yard duty bags
- If more first aid is needed, student to be sent to front office with ‘Teacher – Office Sick Note’ form
- Designated first aider to administer first aid, record on office first aid log and contact parents if necessary
- If parents are contacted, designated first aider to ensure teachers are informed promptly

First aid from the yard:

- Teachers can administer basic first aid using supplies in yard duty bags
- If more first aid is needed, student to be sent to front office with ‘Teacher – Office Sick Note’ and accompanied by another child
- Designated first aider to administer first aid, record on office first aid log and contact parents if necessary. If parents are contacted designated first aider to ensure teachers are informed promptly

All head injuries to be reported to parent/guardian after initial first aid has been administered

Routine Health and Personal Care Support

Before staff can aid students requiring assistance with their health and personal care needs, parents/guardians must provide written information from their doctor outlining specific care needs. Forms for care plans are available from the front office for a range of health conditions and needs, including:

- Asthma
- Diabetes
- Epilepsy
- Anaphylaxis (severe allergy)

The purpose of a 'Care Plan' is to ensure that the school has information from the medical practitioner relevant to the student's health, well-being, attendance, learning and care at school. We can then write a 'Health support plan' for the child 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 information from the medical practitioner, with discussion between school staff and the parent/guardian. It is the responsibility of the parent/guardian to:

- request these forms
- ensure all appropriate forms are completed and signed by the medical practitioner
- 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

Medication Management

To administer medications at school, the following is required:

- Students must have a medication plan filled out by a doctor and signed by the parent/guardian
- Medication must be provided in the original pharmacist container with directions on the label
- The child's name must be on the original label
- 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 a secure locked cupboard. This should be handed from adult to adult
- It is the parent/guardian's responsibility to provide the required medication. Staff will fill in the medication log and will notify parents if students fail to take their required medication
- A medication log will be filled out by the front office staff member who administers the medication

Steps in Health Support Planning

Parents/Guardians

1. Sign and complete the enrolment form with accurate health/medical information
2. Ensure the school has up-to-date information with parent/guardian emergency contact details
3. Request the relevant Health Care Plan forms as needed for the student
4. Have the Health Care Plan forms completed and signed by the treating medical practitioner, sign them as parent/guardian, and return to front office staff
5. Work with Leadership to complete a Health Support Plan for the student if necessary
6. Ensure all medication is clearly labelled and that a medication plan is completed and signed by both the medical practitioner and parent/guardian
7. Update the medical information as necessary with forms completed and signed by the treating medical practitioner and parent/guardian

Students

1. Follow the Health Care/Medication and/or Health Support Plan agreed upon
2. Take medication under supervision as stated in the Health Care/Medication and/or Health Support Plan
3. Alert class teacher if unwell or feeling early warning signs stated in plan

Front Office Staff

1. Check that any student with a medical/health concern on enrolment form provides the appropriate care plan forms prior to student commencing school
2. Check health care plan forms for doctor and parent signature
3. Ensure understanding of the care required if different from usual first aid, and share with relevant staff
4. Enter information from health care/medication/health support plans to EMS and upload documents. File original copy in student record folder and place photocopy, along with medication in designated container in secure cupboard
5. Follow health support/health care/medication plans as necessary
6. Complete the First aid log each time first aid or medication is given

Policy Update and Review

The school Governing Council and staff regularly monitor and review the effectiveness of the Health Support Policy and revise the policy when required.

Policy last reviewed August 2024. Next review August 2027.