



HEALTH SUPPORT POLICY

DATE: 4 DECEMBER 2007

INTRODUCTION

St Paul's College is committed to supporting the health, safety and well being of all learners. We acknowledge that parents / carers retain primary responsibility for their children's health care. This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding students' routines and emergency health care needs.

FIRST AID

Senior First Aid Officers: Anthea Ford, Paula Brown, Jane Carter, Phil Doddridge, Shane Gubbin, Tim Maddern, Libby Oudshoorn, Sandra Vella.

If a student becomes unexpectedly ill or injured, in the classroom / yard, 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 / guardian (or emergency contact) if First Aid might need follow-up at home or with a doctor (e.g. head injury, excessive nose bleeding, or other agreed circumstance).

If a student requires First Aid off site (e.g. excursions, camps, buses), staff will:

- Administer basic First Aid.
- Follow any individual First Aid plan.
- 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 (e.g. head injury, excessive nose bleeding, or other agreed circumstance).

NOTE:

- Prior to excursions staff must undertake a Risk Assessment process to identify and inform First Aid and emergency procedures.
- The following need to be taken on off-site activities:
 - ❖ First Aid kits (including asthma kits);
 - ❖ Students' Health Care Plans and personal medication;
 - ❖ Mobile phone.

First Aid given will be recorded by nominated staff member.

All head injuries will be reported to parent / carer by phone and/or written note.

Before staff can assist, parents / carers must provide written information from their doctor / treating health professional that outlines specific care needs in the appropriate plan format.

These 'Health Care Plan' forms 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. These plans include medication, First Aid specific health information (e.g. asthma, seizure / epilepsy plan, diabetes, anaphylaxis).

Staff can work with families to plan support for students who require assistance in these areas. This support may be required as:

- There are individual First Aid requirements other than basic First Aid response.
- The student has a predictable need for additional support with daily living tasks.
- There is additional need for supervision for health related safety.
- Medical Information (for general health care or those with specific forms).
- General Health Information (to be completed by a general practitioner, psychiatrist or psychologist).

Asthma

Students with asthma need an Asthma Care Plan completed and signed by the treating doctor and given to the Front Office staff. Staff can remind students to take their preventative asthma medication prior to physical activity if this is part of the asthma care plan.

The school has reliever medication for use in emergency situations only. Children with asthma are encouraged to carry their medication with them where recommended by a doctor. All other students who require asthma medication must have puffers in the Front Office. All asthma puffers must have the pharmacist label, including the student's name on the puffer.

Medication Management

Wherever possible, we encourage students to take medication outside school hours. If medication needs to be taken at school, students will be supervised in managing this process themselves or will be given the medication by Front Office or Education Support Officer staff.

- 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 staff member for storage in a secure locked cupboard. This should be handed from adult to adult.
- Students must have a medication plan filled out by a doctor and the parent / guardian.

- It is the parent's / 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 Education Support Officer staff supervising or giving the medication.

HEALTH SUPPORT PLANNING: RESPONSIBILITIES & PROCEDURES

Parents / Guardians:

- Complete the enrolment form with accurate health / medical information.
- Ensure the school has up-to-date information with parent / guardian emergency contact details and at least two other people as emergency contacts.
- Request the relevant Health Care Plan forms as needed for the child.
- 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.

Students:

- Follow the Health Care Plan, medication plan agreed upon.
- Take medication under supervision as stated in the medication plan.
- Alert class teacher if unwell or feeling early warning signs stated in plans.

Front Office / Education Support Officer Staff:

- Check Health Care Plan forms for doctor and parent / guardian signature.
- Ensure understanding of care required if different from usual First Aid, and share with all Education Support Officer staff and class teacher.
- File Health Care Plan forms, medication plans and health support plans in student files located in the Front Office.
- Follow Health Care Plans and medication plans as necessary.
- Complete the First Aid log each time First Aid is given.
- Complete the medication log each time medication is given.

Principal & Leadership Team:

- Check any health issues at enrolment discussion.
- Ensure correct forms are given and explain policy.
- Complete Health Care Plans with parents / guardians as necessary.
- Head of Middle School to ensure students have appropriate Health Care Plans as part of the NESP process.

All Staff:

- Follow Health Care Plans provided.
- Send all medication to the Front Office – needs to be delivered adult to adult where possible.
- Familiarise self with students throughout school with severe health concerns.