

to carry medication with them where recommended by their doctor.

- **Students must have a medication plan filled out by a doctor and the parent/guardian**
- A maximum of a week's supply is to be provided at any time (except asthma medication). 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 supervising or giving the medication (or by the classroom teacher)

## **STEPS IN HEALTH SUPPORT PLANNING**

### Parents/Guardians

1. Complete the enrolment form with accurate health/medical information
2. Ensure the school has up-to-date information with parent/guardian 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/guardian, and return to front office staff
5. Work with the Principal or Deputy Principal to complete a health support plan for the child 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/guardian
7. Update the medical information as necessary with forms completed and signed by the treating medical practitioner
8. Parent/Guardian is responsible for ensuring medication is administered before students arrive at school. If Not, parent/guardian will be contacted and student may be withdrawn from class

### 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

### Front Office Staff:

1. Check that any child with a medical/health concern on enrolment form receives the appropriate health care plan forms
2. Check health care plan forms for doctor and parent/guardian signature
3. Ensure you understand the care required if different from usual first aid, and share with all staff
4. File health care plan forms, medication plans and health support plans in the 'Student Health ID' folder in the front office
5. A copy of the Health support plan also to go to canteen, TRT sign on register and class teacher
6. Follow health support plans, health care plans and individual medication plans as necessary
7. Complete first aid or medication log each time first aid or medication is given

### Principal/Deputy Principal:

1. Check any health issues at enrolment discussion, ensure correct forms are given and explain policy
2. Complete Health Care Plans with parent/guardian as necessary
3. Follow the attached 'Steps in health support planning'
4. Liase with Special Education teacher 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 older children are encouraged to carry their medication with them as recommended by a doctor) to the front office - needs to be delivered adult to adult where possible
3. Complete the first aid or medication log each time first aid or medication is given
4. Complete ED155 (where needed) for injuries
5. Familiarise self with students throughout the school with severe health concerns - see 'Student Health ID' folder in the front office



## NARACOORTE SOUTH 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/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 will be supported to develop safe, self-management of their health care needs. This will occur with respect for the child's age and stage of development.

As a result of our Duty of Care, we are a **NUT** and **SESAME SEED AWARE SCHOOL** to support student safety and well-being.

## FIRST AID

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

- Administer basic first aid
- Contact the front office via note, walkie talkie or phone
- Front office staff will call an ambulance if needed and continue to administer basic first aid
- Inform parent/guardian by note or phone call

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
- Call the school to inform them of the situation
- Inform parent/guardian (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 their supplies
- If further first aid is needed the child will go with a 'Red Cross Card', or, be escorted to the Front Office.
- SSO's to administer first aid, record on office first aid log and contact parent/guardian if necessary. If parent/guardian are contacted SSO's to ensure teachers are informed

### First Aid in yard:

- Teacher can administer basic first aid using their supplies
- If further first aid is needed child to be escorted or sent to front office with 'Red Cross Card'
- SSO's to administer first aid, record in office or care room first aid log and contact parents if necessary. If parents are contacted SSO's to ensure teachers are informed

If there is a first aid or other emergency, teachers will use walkie talkies to get assistance from the front office and staffroom

**All serious head or face injuries need to be reported to parent/guardian by phone and 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/guardians 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 Plans' 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 child if deemed necessary by the school or if any of the following is 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 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 parent/guardian.

It is the responsibility of the **parents/guardian** 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. 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 for use in emergency situations only. Older children with asthma are encouraged to carry their medication with them where recommended by their 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, stuck on the puffer. Parent/guardian will be notified if students are frequently using asthma medication.

## MEDICATION MANAGEMENT

As much as possible, we encourage students to take medication outside of school hours, eg Three times a 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.

- Medication must be provided in the original pharmacist container with directions on the label unless prior arrangements are made with the front office
- The child's name and used by date 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. Older children with asthma are encouraged