

STUDENT HEALTH POLICY

Model Farms is proudly a happy, safe and caring school. It is a friendly school which knows and cares for every child.

The focus of health and safety in school is on providing a safe and healthy teaching and learning environment and the prevention of illness and injury.

Summary: Role of the school in supporting students who need help with health issues:

It is the role of the school to:

- take all reasonable steps to keep students safe at school
- support students in arrangements to have their health care needs met so that they can participate in their learning program
- administer prescribed medication in response to parents' written requests following consultation with staff and parents and the supply of necessary medication and consumables by parents
- administer specific health care procedures in response to parents' written requests following consultation with staff and parents and the supply of necessary medication and consumables by parents.
- share medical information with others who need to know emphasising the need to use it sensitively and confidentially
- develop an individual health care plan where required or where the principal determines it will be helpful
- provide emergency care
- provide support for staff to access relevant allowances and training

Note: 1. The overall management of a student health support rests primarily with the parent.
2. The school will seek an effective partnership with parents so that arrangements to support students with health issues can be made.

Summary Role of Parents:

It is the role of parents to:

- inform the school of the health needs of the child when they enrol or when health conditions develop or change
- liaise with the child's medical practitioner about the implications of the child's health condition for their schooling
- where medication is prescribed, ask the medical practitioner whether the medication is available in a form which minimises or eliminates the need to provide the medication during the school day
- convey all relevant advice and information from the medical practitioner to the school
- complete a written request form (supplied by the school) for the school to administer prescribed medication or for other support
- provide prescribed medication and 'consumables' for administration by the school in a timely way and as agreed with the principal
- collaborate with the school in planning to support the child's health needs at school including updating information and reviewing plans.

Note:

- 1 Forms completed by parents will be stored securely
- 2 It may be necessary for some information to be shared with staff in order for the school to provide support for the student.
- 3 The principal coordinates consultation with relevant staff.
- 4 Parents need to provide prescribed medication or other consumables as agreed with the school before the plan commences.

The school will provide support to individual students by:

- **consulting with parents**
- **administering prescribed medication**

1 where medication is medically necessary during school hours

2 in response to parents' written requests and in consultation with staff and parents (*see appendix 1*)

- **administering health care procedures** in response to parents' written requests and in consultation with staff and parents
- **developing and implementing individual health care plans** for students with more **complex needs**
- **communicating relevant information**, about the student's health conditions to other members of the school community on a 'need to know' basis to ensure the student's safety
- **using and storing information** with due regard to issues of privacy and confidentiality
- **providing staff training and support** where student's health support needs are more complex

Individual health care plans:

An individual health care plan will be developed for:

- **severe** asthma, type 1 diabetes, epilepsy and anaphylaxis
- any student who is diagnosed as being at risk of an emergency
- any student who requires the administration of health care procedures (see glossary)

The principal will decide whether a written individual health care plan will be developed in other cases where it will assist (for example, where a number of staff have different roles that need to be coordinated or where for some other reason the support is complex to manage in the particular school).

STUDENT HEALTH POLICY PROCEDURES

Steps in arranging support for students who need help with health issues:

- Parent advises school that a child has a medical condition – either

- 1 on enrolment
- 2 as needs arise

- Principal provides **letter to parents incorporating a request** form Parent completes form on the basis of information provided by the child's medical practitioner
- Principal (i) considers the request contained in the completed form

(ii) consults with staff

(iii) determines whether the request can be met by procedures already in place at the school

(iv) considers any request from the parent that their child be allowed to self administer medication and determines whether he or she supports this request (see *Appendix 5*)

Straight forward cases

Where the request can be met in a straightforward way and there is no requirement to develop an individual health care plan, the principal confirms this by **completing and sending a letter of confirmation to the parent**

Where more information or planning is needed

Where the principal needs more information or there is a need for the development of an individual health care plan, the principal will send a **letter to the parent requesting a meeting** and seek additional advice and information from school and/or regional staff as relevant

If the child has been diagnosed as being at risk of an anaphylactic reaction consult **ANAPHYLAXIS**

Developing and implementing individual health care plans for students with more complex needs. An individual health care plan formalises the plan of support for students with complex health care needs. The principal will initiate the development of such a plan:

- in the following circumstances or
- when the situation is complex or where a plan would be of assistance in managing support for the student.

Individual health care plans should be developed for:

- severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- any student who is diagnosed as being at risk of an emergency
- any student who requires the administration of specific health care procedures

Information from the student's medical practitioner, provided by parents, will be used in the planning process.

The plan will describe the student's needs and how the school plans to meet these needs during the school day, on excursions and in other variations in school routines, such as sport.

The plan must also detail procedures to be followed if an emergency arises. Procedures need to be agreed between the parent and the school, following consultation with the relevant medical practitioner (if necessary) .

Plans should be reviewed annually or when the parent notifies the school that the student's health needs have changed.

The individual health care plan will:

- specify the student's specific health care needs
- describe agreed actions to meet these needs
- include emergency phone numbers for ambulance, the parent and an emergency contact
- include the phone number of the student's medical practitioner(s)
- include attachments as relevant e.g.
- an emergency care/response plan
- a statement of the agreed responsibilities of different people involved in support
- a schedule for the administration of health care procedures
- an authorisation to contact the medical practitioner

The individual health care plan must address circumstances that may impact on the student's health care needs, such as variation in school routine, absence of staff, special transport arrangements, physical activity and environmental conditions.

The possible effects of emergencies arising at the same time with a number of students need to be considered and addressed in individual health care plans.

The principal is responsible for assessing, in consultation with appropriate school staff, the parent and the medical practitioner, how the school will meet the health care needs of the student. The development of the individual health care plan may incorporate a risk management process to manage risk to the student or other students or staff.

The principal will arrange a meeting with the parent and appropriate school staff to discuss the management of the student's health care needs.

The meeting with the parent may be supported by input from the school counsellor, student welfare consultant and/or the disability programs consultant, a member of the school's OH&S team, as appropriate. A copy of the Individual Health Care Plan should be provided to the parent and for students with special transport needs, to relevant staff in the Special Transport Scheme.

Administering health care procedures

Some students have high support needs.

A written individual health care plan will be developed for each student who has complex health care support needs.

The **individual health care plan** has a standard cover sheet as well as suggestions for the following attachments to be included where relevant:

- an emergency care/response plan
- a statement of the agreed responsibilities of different people involved in the student's support
- a schedule for the administration of prescribed medication
- a schedule for the administration of health care procedures
- an authorisation to contact the medical practitioner
- other relevant documents

Administering prescribed medication at school

When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- bringing this need to the attention of the school
- ensuring that the information is updated if it changes
- supplying the medication and any 'consumables' necessary for its administration in a timely way
- collaborating with the school in working out arrangements for the supply and administration of the prescribed medication. **See role of parents**

The administration of such medication forms part of the Department's Common Law Duty of Care to take reasonable steps to keep students safe while they attend school. This duty of care is fulfilled through its staff members.

Key points to remember:

- Parents of children who require prescribed medication to be administered at school must complete a written request.

The principal will provide the form to the parent.

If parents have difficulty in completing the form they should ask the principal for assistance.

- Students must not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support.

Please note: Students' immediate access to prescribed medication is very important for the effective management of conditions such as asthma. Students and parents need to be advised of this requirement so that students are not left without access to critical medication.

- It is the principal's responsibility to fully inform relevant staff of the management implications of students requiring the administration of prescribed medication.
- Except in an emergency, only individual staff members who have volunteered and been trained, will administer prescribed medication to students.
- The principal will oversee implementation of the course of action that he or she has determined is necessary for the support of the student's health needs.
- It is the principal's responsibility to ensure that all copies of the written medical advice and any other relevant documentation are stored in a secure and confidential manner.
- Advice or further information to assist the principal can be obtained from student welfare consultants and disability programs consultants