

Policies and other Department of Education documents relevant to these procedures

These procedures have been drawn up in accordance with the following DoE policies and documents:

<https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/individual-planning>

<https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/administering-medication>

<https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776>

<https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/conditions/anaphylaxis/anaphylaxis-procedures-for-schools2>

<https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/conditions/asthma>

Please read these documents for more information regarding DoE policy and procedures.

Short term health care needs

When a medical practitioner has prescribed short term medication that must be administered during the school day for a day or a few days following a specific illness, parents/carers must:

- Provide a completed written request to the front office
- provide up to date information as required
- supply the medication and any 'consumables' necessary for its administration in a timely way to the front office. Do not provide class teachers with any medication or send students to school with medication in their school bag..

All medication administered will be recorded in EBS4.

Individual Health Care Plans

An individual health care plan formalises the support for students with complex health care needs. Information from the student's medical practitioner, provided by parents, will inform the collaborative planning process.

Individual health care plans should include the individual health care plan cover sheet and clear details for the following where relevant:

- an emergency care/response plan
- a statement of the responsibilities of those involved in the student's support
- a schedule for the administration of prescribed medication as provided by the treating medical practitioner
- a schedule for the administration of health care procedures as provided by the treating medical practitioner
- an authorisation to contact the medical practitioner
- other relevant documents, including the ASCIA plans as appropriate.

An individual health care plan will be developed for:

- severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- any student who is diagnosed as having a condition that may require an emergency response
- any student who requires the administration of health care procedures

The deputy 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.

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

Ongoing medication

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- complete a written request. Students must not carry medications unless there is a written agreement between the school and the student's parents/carers.
- provide up to date information as required
- supply the medication and any 'consumables' necessary for its administration in a timely way.

A letter will be provided to parents/carers from the Principal confirming arrangements for the administration of the student's medication at school.

Administration of Medication for specific health care needs

Medication that is emergency medication, for example asthma inhalers, will be kept on the teacher's desk so that it is kept close to the student during the day.

It is important that medication is not kept in student bags. This is to ensure that, particularly in the K-2 level of the school, students do not share medication and because all bags look the same, it makes it difficult to find specific student bags in an emergency.

Asthma and Anaphylaxis medication

Individual student asthma puffers, Epipens and Claratyne will be kept on the teacher's desk in a clearly labelled, clear plastic container along with another copy of the health care plan.

Additional asthma puffers, Epipens and Claratyne for emergencies at lunchtime will be kept in the sick bay for use as necessary.

Parents who request that students carry their own asthma reliever medication or epipen outside of the normal school procedures need to make a written request. A signed response letter will be provided to parents from the Principal confirming arrangements for the student and the information included in the student's health care plan if required.

Teachers, who provide asthma medication and/or administer epipens in their classroom, will provide the office with a written slip of this provision to be recorded in EBS4.

Diabetes

Relevant testing materials and additional food requirements will be kept on the teacher's desk in a clearly labelled, clear plastic container along with another copy of the health care plan. Unless other plans are put in place in consultation with parents, health care processes will be closely managed by the class teacher and/or SLSOs.

Other medication needs, including Ritalin

Medication that needs to be administered at a specific time of day and that is not emergency medication will be kept in the front office. Students will attend the front office and be administered the appropriate medication as appropriate. All medication administered will be recorded in EBS4.

Display of Individual Health Care Plans

Individual Health Care Plans for each student can be found in the following locations:

- Emergency red folders at the door of their classroom.
- Inside medication containers found on teacher's desks

- In whole school 'Individual Health Care Plan' folders in the music room, library, front office, staffroom, sick bay and Principal's office

Summary Health Care Plans for all students will be included in the emergency red folders of all classrooms.

ASCIA plans for Anaphylaxis will be put on display on the wall in the sick bay.

Review of Health Care Plans

Individual Health Care Plans will be reviewed in Term 1 each year. They will be updated with new class information and sent home to parents with a note explaining the review process. Please note that Individual Health Care Plans will be updated at any point at the request of parents following new medical information provided by medical practitioner.

Individual Health Care needs on School excursions

Parents must ensure that the school has complete information regarding any health care needs and any relevant emergency procedures in advance of the excursion. Medical forms must be completed as requested.

Individual Health Care needs will be considered carefully when completing risk assessments for the excursion.

Medication that is normally administered by the front office will be administered by the teacher in charge on the excursion. It will be collected from the front office. A record of all medication taken by students under supervision of staff will be completed. This will be following the return from the excursion recorded in EBS4.

General illness, First Aid and Emergency situations

West Pennant Hills Public School has a system to respond to unexpected student sickness and injury. If a student is unwell teaching staff will complete a sick notification slip and send it with the unwell student and a student escort to the office. However, if the situation is potentially serious, the teacher may leave her class in the supervision of another teacher and take the student to the office themselves.

In an extreme emergency, a teacher will either send a red card to the office or phone the office for emergency assistance.

Schools are responsible for providing first aid at a local level. Parents will be informed immediately of any emergency situation and any first aid situation that involves a head injury or is deemed serious in nature.

The school will, if in any doubt about a student's condition, contact emergency services, with or without a parent's consent.

Students who become unwell at school are best taken care of by their parent/carer. The school will take care of students and make them as comfortable as possible in the sick bay in the interim.

Schools do not generally supply or administer medications in an emergency unless they have been provided by parents as part of an individual health care plan for a specific student.

In an emergency which has not been anticipated in the emergency/response care section of an individual health care plan, staff will provide a general emergency response (for example, call an ambulance). Where an emergency response requires the immediate administration of medication to prevent serious illness or injury, staff will administer the required medication.