



Student Healthcare Policy

Policy statement

Woodvale Primary School promotes student health, supports student health care needs, and identifies and minimises health risks within the context of our allocated resources, and the assistance available from specialist services.

School planning reflects the expectations of the Department of Education of Western Australia as outlined in the Student Health Care in Schools Policy and Procedures.

- Policy - [Asset Publisher - Policies \(education.wa.edu.au\)](https://www.education.wa.edu.au/asset-publisher/policies)
- Procedures - [Asset Publisher - Policies \(education.wa.edu.au\)](https://www.education.wa.edu.au/asset-publisher/policies)

Responsibilities

Principal & Deputy Principals will

- obtain information from parents about their child's health care needs;
- respond to the health care needs of students;
- develop plans for medical emergencies and share these with staff; and
- develop and implement school procedures and practices to manage specific health issues.

Teachers will

- read Integris Health information to identify medical and health needs of their students;
- read and understand health care and emergency response plans relevant to ALL students (as provided in red medical folders);
- carry red medical folders in duty bags whilst on playground duty;
- store student emergency medications in the medical cupboard (first on the left) in their classroom;
- display student emergency action plans with medications;
- participate in student health case conferences to assist in planning to manage student health needs;
- participate in training to provide health care support (optional);
- provide first aid as required, should suitably trained staff not be available; and
- review expiry date of medications stored in the classroom and notify parents when they need to be renewed.

Parents and Caregivers will

- complete medical documentation relevant to their child's health needs;
- provide verified (by a medical practitioner) emergency plans yearly;
- provide in-date medication clearly labelled with dosage required;
- update the school should their child's medical needs change;
- keep their child home from school (and notify the school) when unwell; and
- collect (or arrange collection of) their child when he/she is unwell or injured at school.



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Procedures

Enrolment

3.1 Identifying student health care needs

On enrolment, the principal will:

- provide parents with the Student Health Care: Parent Information Brochure;
- provide parents with the Form 1: Student Health Care Summary form to complete; and
- request parents to provide an Australian Immunisation Register (AIR) immunisation history statement as outlined in the Enrolment in Public Schools Procedures.

3.2 Managing student health care

For students whose health care needs can be supported using the resources available to the school, the principal will:

- request parents to complete one or more of the Department's standardised management and emergency response plans or provide an alternative plan from their child's medical practitioner;
- manage the implementation and updating of student health care plans; and
- arrange the training necessary to enable staff to support student health care;
- provide staff Anaphylaxis and Asthma training once every two years.

3.2.2 Health related absences from school

Parents will notify the school when their child is unwell and absent from school.

The school will:

- arrange provision of an educational program for students who are absent for more than 10 school days due to illness; and
- provide chronically ill students with ongoing engagement and participation in an appropriate education program.

3.3 Managing student health care records

The Principal will:

- maintain student health records in accordance with the Department's Records management policy and procedures;
- upload information from the Student Health Care Summary and management and emergency response plans into the Medical Details section of the School Information System (SIS), unless the parent specifies that the information is not to be shared;
- retain signed, hard copies of all documentation including immunisation records on the student's school file;
- review all student health care records annually or when the student's health needs change; and
- manage confidentiality of student health care information.



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3.4 Medical emergencies

The Principal will develop plans for medical emergencies, which include processes to verify that if the principal is not present, they are informed of all emergencies.

In a medical emergency, principals will:

- organise medical attention for the student;
- make appropriate transport arrangements if required;
- inform parents as soon as possible of actions taken;
- promptly record all actions taken;
- complete an online incident notification report if required; and
- arrange a review of the event and debriefing and support for staff/students if required.

** See Student Health Care in Schools Procedures regarding transportation of students.*

3.5 Administration of medication

The Principal will

- require parents to provide information regarding long-term administration of medication in the student's health care plan;
- require parents to complete relevant documentation for the short-term administration of medication;
- require parents to provide any medication the student needs;
- maintain a record of all medication administered at school; and
- arrange for all medication to be stored appropriately.

The Deputy Principal will

- remind staff to check expiry dates of students' medication and follow up with parents.

Teachers will

- advise the Deputy Principal if students' medication has expired.

Parents will

- advise the school of any changes to their child's medical planning in writing.

3.6 Managing specific health issues

The Principal will refer to and follow Student Health Care in Schools Procedure regarding;

- immunisation;
- prevention of infection;
- communicable disease management;
- anaphylaxis;
- headlice; and
- sun care.



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Medication storage and administration

- Labelled medication (with student name and dose) stored in **Deputy office** - locked cabinet - daily medication drawers.
- Record of daily dosage recorded on whiteboard.
- Administered by member of admin and recorded on Administration of Medication form.
- Parents advised when less than **three tablets** in storage by deputy or school officer.

Daily medications



- Labelled medication (with student name and dose) and emergency plan stored in **classroom** in first cupboard on the left (or in staffroom for defibrillator).
- Administered by teacher (class/specialist/duty) in the case of emergency.
- Member of admin team notified to contact parents.

Emergency medications



- Parents complete Administration of medication (short-term) form and give medication to office staff.
- Labelled medication (with student name and dose) stored in **Deputy office** - locked cabinet - short term medication tray.
- Administered by member of admin and recorded on Administration of medication form.
- When course of medication is complete, form is retained in student file.

Short-term medications





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Management of student medical needs

Processes and responsibilities



The WPS Student Healthcare policy was noted by the School Board on 12th June 2023.

Woodvale Primary School

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