



## 4.3.2 Student Health and Safety Policy (Whole College)

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### Introduction

The College actively promotes student health, supports student health care needs, and identifies and attempts to minimise health risks within the context of the schools' resources, and the assistance available from specialist service providers.

### Purpose

To effectively cater for student needs the College is required to:

- obtain information from parents about their child's health care needs;
- respond effectively to the health care needs of students;
- develop action plans for students with diagnosed medical needs and emergencies; and
- develop and implement College procedures and practices to manage specific student health issues.

### Procedure

#### At Enrolment

At enrolment parents are required to identify students' medical needs via enrolment application forms.

At enrolment, parents are requested to supply:

- Information relating to any existing medical / health condition.
- A record of their child's current immunisation history (conscientious objectors need to place their objections in writing).

#### **Guidance:**

If parents do not provide immunisation records, the enrolment can proceed but parents should be advised that during an outbreak of a vaccine preventable disease such as measles, their child may be excluded until 14 days after the onset of the rash in the last case occurring at the facility.

## On Acceptance of Enrolment

On acceptance of enrolment parents are required to complete all documentation as follows:

- Details relating to any required Action Plan, with supporting evidence from their child's medical practitioner.
- Information relating to a medical impairment that may require additional learning support.
- Complete emergency contact details onto the contact form supplied documentation.

## College Follow-up After Enrolment

After acceptance of enrolment the registrar will forward relevant student files pertaining to student health and medical needs to Student Services personnel for follow up and documenting on the College SEQTA data base.

Student files pertaining to students who have a medical impairment requiring support in the classroom are forwarded to the Head of Learning Support for follow up, documenting on the College SEQTA data base, and for handover to relevant teaching and support staff.

## On-Going Student Health Care Needs and Provisions

For students at the College the following requirements need to be met by parents and the College:

- Updating student emergency contact details on an annual basis, or earlier if required.
- Updating student emergency action plans on an annual basis, or earlier if required.
- Completion of required training of relevant staff to support student health care.
- Regular training of staff in First Aid including Anaphylaxis and Asthma care.
- Regular training of staff in use of the College defibrillator located at student services.

The above documents must be signed and dated by the child's medical practitioner and parents for students with special health care needs to provide accurate details relating to the child's well-being and care in the case of an emergency.

### **Parent co-operation/partnerships:**

Parents are encouraged to work in partnership and cooperate in providing the necessary health information and/or medication required. If parents do not cooperate, they should be informed in writing by the College Principal or delegate of the possible implications of failing to provide relevant health information and/or medication.

If parents do not respond to written communication, principals may:

- In the case of students of sufficient maturity (independent minor), be able to deal directly with the student who can make his/her own health care decisions;
- Seek agreement from the parent to liaise directly with the student's medical practitioner;
- If the school becomes aware that a student has a complex and/or or potentially life-threatening condition, seek advice from the school/community health nurse and/or Legal Services;
- Refer the matter to the Department for Child Protection and Family Support as a case of medical neglect.

## Student Health Care Procedures

### Managing Student Health Care Off Campus

Students who require health care support may be at increased risk when engaged in off campus activities such as excursions and camps. When planning these activities, emergency action plans should be reviewed in the context of the particular activity and with reference to the School Excursions Policy and Procedures.

Teaching staff undertaking excursions and camps are responsible to carry all required relevant emergency information for students in their care and completed the associated risk matrix associated with the activity being undertaken.

Staff are required to collect a first aid kit from Student Services and take any other required medication (e.g. Epi Pen/Inhaler & Spacer) with them for the duration of the activity being undertaken.

### Health Related Absences From School

College Teaching Staff 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.

**Guidance:**

Attendance of students who are unwell -

If a parent insists that his/her child attend school and the principal or delegate believes that the child is not well enough to attend, the principal can request the parent to provide a medical certificate to confirm that the child is not fit to attend school.

### Staff Rights and Responsibilities

The College Principal will advise staff of their rights and responsibilities in regard to student health care.

**Guidance:**

- Teaching staff are expected to support the implementation of emergency action plans for students. However, they have the right to decline to conduct medical procedures and/or to undergo training to provide health care support.
- In an emergency, all school staff owe a duty of care for the safety and welfare of students. In the absence of staff with relevant first aid training, available staff should administer first aid or health care support within their level of experience, until medical assistance can be provided.
- The College supports staff who have fulfilled their duties in good faith. This includes administering health care support and/or emergency first aid.

### Managing Student Health Care Records

Student Services personnel will:

- upload information from the Student's emergency action plan and health care plans into the Medical Details section of the school on-line records system (SEQTA), unless the parent specifies that the information is not to be shared;

- review all student health care records annually or when the student's health needs change; and notify the Principal (or delegate) of significant student injuries e.g. concussions, burns, cuts
- manage and maintain confidentiality of student health care information.

**Confidentiality:**

Students' health information is confidential. Student health care information may be shared if:

- Parents or students who are independent minors provide consent;
- There is an imminent threat to the student, for example, potential suicide;
- There is a specific agreement in place for sharing health information, for example, there is agreement that the College will provide the Department of Health with student immunisation data (class lists and student immunisation status) to support school based immunisation programs. and/or
- There is a legislative capacity or requirement to share the information, for example, mandatory reporting of child sexual abuse.

**Mandatory reporting of child sexual abuse**

Principals and teaching staff are required to report information relating to child sexual abuse under the Children and Community Services Act 2004 (WA).

## Medical Emergencies

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

In a medical emergency, the College Principal, or delegate in liaison with Student Services personnel 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;
- Have relevant staff complete an incident and / or accident report; and
- arrange a review and debriefing of the incident with relevant personnel impacted by the situation

**Guidance:**

**Parent Consent**

The absence of parental consent does not prevent the College seeking medical attention in an emergency.

**Students who frequently require an emergency response**

To assist in providing an overview of key health information to ambulance or hospital staff, Responding staff may pass the emergency action plan for a student with health conditions which frequently require an emergency response across to accredited emergency personnel.

## Transporting Students in a Medical Emergency

When arranging transport for a student in a medical emergency, the College Principal or nominated delegate will:

- take into account the nature of the emergency and local circumstances such as the availability of an ambulance service; and
- in a serious medical emergency, use an ambulance service if it is available within a reasonable timeframe.

If an ambulance is not available, the College Principal or nominated delegate will:

- seek advice from the ambulance or medical service prior to providing transport in a private vehicle;
- subject to agreement from the ambulance or medical service, transport the student to a health service or medical practitioner; and
- whenever possible, arrange for at least two people to travel with the student, one to drive and the other(s) to monitor the health of the student.

**Guidance:**

**Meeting the Cost of the Ambulance Service**

The Student emergency contact details form which is completed by all parents at enrolment indicates:

- That parents are expected to meet the cost of an ambulance in an emergency.

**Cancellation of an ambulance call out by parents**

In an emergency, a school may call an ambulance for a student at risk, but when parents are contacted, they may request cancellation of the ambulance and advise that they will transport their child. The school has a duty of care for the student and arrangements for transport by Ambulance should proceed. An ambulance should not be cancelled until parents arrive and the student is handed into their care.

## Administration of Medication

Parents are required to:

- Provide all relevant information regarding long-term administration of medication in the student's health care plan;
- Complete relevant documentation for the short-term administration of medication;
- Provide any medication their child's needs.

Student Services Staff will:

- maintain a record of all medication administered at school; and
- arrange for all medication to be stored appropriately.
- College teaching staff will:
- Assist students with administration of medication for which they are adequately trained in through completion of their First Aid qualifications
- Refer other administration of medication to Student Services or the School Nurse

**Guidance:**

If students are on antibiotics or other medication, the child should generally remain at home until the course of medication is complete.

Under no circumstances should a primary student self-medicate – The only exception here would be in regards to the use of a preventer for Asthma through a puffer and spacer.

## Managing Specific Health Issues

For the welfare of all children in the College, all students who are running a fever, or too ill to participate fully in classroom activities should be kept at home. The following illnesses require exclusion from the College, as per the recommended timeframe in the Control of Communicable Disease Manual (Jan 2022) published by the Department of Health (WA):

- Chicken Pox,
- Head Lice,

- Conjunctivitis,
- Vomiting,
- Diarrhoea,
- Influenza,
- School Sores,
- Ringworm,
- Slap Cheek,
- COVID-19,
- Cold Sores,
- Hand, Foot & Mouth,
- Meningococcal,
- Molluscum Contagiosum,
- Measles, and
- Mumps.

When a child in the Primary School becomes ill and unable to stay in the classroom during a school day they will be allowed to rest comfortably in Student Services or a designated area (ie: K & PP classrooms) until a parent is contacted and arrangements are made with the College to collect the student.

### Student Immunisation

The College will:

- Collect and record immunisation information on the SchoolPro data base regarding the student's immunisation status; and
- Provide information regarding the immunisation record of any student to the Department of Health on request.

#### **Guidance**

Parents are required to provide immunisation information using the Australian Immunisation Register (AIR) History Statement at enrolment. For more information, including how to manage records of students who do not have an AIR History Statement such as those immunised overseas, refer to the Guidelines for Recording and Managing Immunisation Data on the Education Department of Western Australia's website.

### Prevention of Infection

The College will develop and implement school procedures and practices to promote effective hygiene to help reduce the spread of infection.

#### **Guidance**

School procedures and practices should address the following:

- The provision of products, facilities and explicit instructions to staff and students for effective hand washing.
- A requirement for standard precautions for the control of infection to be used by school staff as a matter of routine.
- Informing students about reducing the spread of infection through coughing and sneezing etiquette.
- Informing students about reducing the spread of infection by not sharing eating and drinking utensils.
- The regular cleaning of environmental surfaces to reduce the risk of contamination.
- Hand hygiene is crucial in reducing the transmission of infections and can also reduce the risk of exposure to common allergens such as peanuts for those in the school community who are anaphylactic.

## Communicable Disease Management

If a student or staff member has a communicable disease, the College Principal or delegate will take action in accordance with the advice provided by the Department of Health in managing communicable diseases.

If the communicable disease is notifiable, principals will:

- Report the matter to the local Public/Population Health Unit and seek their advice before taking any further action; and
- Act in accordance with advice provided by local Department of Health staff.

### **Guidance**

#### **Communicable Disease Guidelines**

The Department of Health's Communicable Disease Guidelines provide information regarding the incubation and exclusion criteria for communicable diseases, and advice on which diseases are notifiable and must be reported to the Department of Health. Refer to the Department of Health Public/Population Health Units' contact details. Refer to the Control of Communicable Disease Manual (Jan 2022) published by the Department of Health (WA).

## Anaphylaxis

A whole school approach has been established at the College in regards to the prevention and emergency management of anaphylaxis. This includes:

- Identification of students at risk;
- the development of a health care plan for students with anaphylaxis which includes an emergency action plan;
- verifying that an adequate number of staff, including staff responsible for first aid, have completed anaphylaxis training;
- establishing procedures for reducing the risk of exposure to known allergens;
- establishing procedures for responding to anaphylaxis emergencies;
- verifying that parents have provided a prescribed adrenaline auto-injector for students with anaphylaxis;
- verifying that up to date emergency adrenaline auto-injectors (AAIs) are available in the first aid kit including a lower dose, (junior version), if there are students in the school that weigh less than 20 kilograms; and
- identifying situations which pose additional risk such as when relief staff are present and establishing procedures to mitigate the risk.

### **Guidance:**

#### **What is anaphylaxis?**

Anaphylaxis is a severe, allergic reaction which can be life threatening. It must be treated as a medical emergency requiring an immediate response.

#### **Legislation**

Legislation is now in place to provide explicit protection for staff who administer an AAI without parent permission in an anaphylaxis emergency. Poisons Regulations have been amended to enable adrenaline AAIs to be purchased by the school and supplied in first aid kits for use in an anaphylaxis emergency.

For further information on implementing a whole school approach to anaphylaxis management, refer to: The Department of Health Anaphylaxis Resources.

## Head Lice

The College has an agreed management, communication and education strategy to reduce the impact of head lice infestation in the Primary School. This includes the provision of a consent form, to be completed after successful enrolment. Notification letters are also sent out via Primary Administration and / or Student Services, should an infestation occur. There is an individual note for the parents of the child with the infestation and a separate letter of awareness for parents of students in the class.

### **Guidance**

A member of staff may examine the head of any student to ascertain whether head lice are present.

If head lice are found, the Principal or delegate has discretion under the School Education Act 1999 to require that a student does not attend or participate in an educational program until parents confirm that a recommended treatment is being undertaken and all head lice have been removed.

## Sun Care

In the Primary School a 'Wear a Hat to Play' policy is implemented throughout the entire year. All students in Kindergarten to Year 6 are required to wear a College hat when they play. This is in line with current recommendations from the Cancer Council regarding UV radiation levels and optimises skin care for students in our care.

College staff will:

- modify teaching and learning programs to suit weather conditions; and
- maintain policies that both enable effective sun protection; and allow for effective protection from overexposure to ultra violet (UV) radiation.

Schools are not closed during periods of prolonged high temperature.

Parents may keep their child at home and provide an explanation of absence to the school.

Parents may also withdraw students from the school program in negotiation with school staff due to extreme heat.

## **Definitions**

### Emergency Action Plan

Specifies the support required to cater for a student's health care needs while in the care of the school. If required, health care plans incorporate an emergency response plan.

### Parent

In relation to a child, means a person who at law has responsibility for the long-term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

### Emergency Contact Form

Provided at enrolment by parents as an overview of a student's health needs/conditions, planning requirements and emergency contact details.



## Teaching Staff

Includes school administrators, teachers other than school administrators; and any other class as prescribed in Regulation 127A of the School Education Regulations 2000.

## Related Documents

Relevant Legislation or Authority:

- Age of Majority Act 1972 (WA)
- Children and Community Services Act 2004 (WA)
- Disability Standards for Education 2005
- Equal Opportunity Act 1984 (WA)
- Health Act 1911 (WA)
- Poisons Act 1964 (WA)
- Poisons Regulations 1965 (WA)
- Privacy Act 1988
- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)
- State Records Act 2000 (WA)

Reviewed: 26/06/2022

Next Review Date: Term 2, 2024