



Lyndoch Primary School

HEALTH SUPPORT PLANNING PROCEDURES

Parent Copy

Our school is committed to supporting the health and well being of all students. An important part of this commitment is our Health Support Planning Procedures. 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.

First Aid

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

- Administer basic first aid. There are first aid boxes in all class rooms, teachers on yard duty carry yard duty bumbags, and classes on excursions carry first aid kits.
- Inform parent / guardian (or emergency contact) by phone if a first aid incident may require follow-up at home or with a doctor (eg. head injury, excessive nose bleed, or other agreed circumstances).
- Inform class teachers in a timely manner of the first aid provided to an ill or injured student.
- Call an ambulance if needed and continue to administer basic first aid.

First aid from classroom or yard

- Teachers can administer basic first aid using supplies in their first aid boxes or yard duty bum bags
- If the incident is greater than a minor injury,(in the assessment of the class or duty teacher) the child will be sent will be sent to front office with a First Aid Card.
- If there is a medical emergency, staff will send an emergency assistance required card to the front office or staff room so they can receive support.

All head injuries need to be reported to parent/guardian by phone and an ED155 completed by teacher on duty.

Health and personal care support over view

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 in a Health Care Plan **completed by their doctor** which outlines the information to manage their specific care needs. The purpose of these 'Care Plan' 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**. Forms for care plans and medication authorities are available from the front office or can be downloaded from the school website 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)

Some students may require a 'Health Support Plan' written by their treating health professional if any of the following are relevant:

- The child needs additional supervision for health-related conditions and or safety.
- There is a predictable need for additional support with daily living tasks.

It is the responsibility of the parent/guardian to:

- Review all medical authorities, action plans and healthcare plans at a minimum annually, or if the students healthcare needs change on the appropriate forms.

- Ensure all appropriate forms are completed and signed by the both the doctor and parent /guardian and returned to the Front Office,
- 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.
- Ensure all medication is delivered to the front office
- All medications even non-prescription such as vitamins and therapeutic medications, cannot be accepted without a medication authority.
- Provide the school with a **single dose** of all medications specified in the student's medication authority.

It is the responsibility of the student to:

- Follow the Health Care Plan, Medication Plan and / or Health Support Plan agreed upon.
- Take medication under supervision as stated in the Medication Plan.
- Alert class teacher if unwell or feeling early warning signs stated in plans.

It is the responsibility of Senior First Aid Officer and Front office staff to:

- Check that any child with a medical / health concern on enrolment form receives the appropriate health care plan forms and parent pamphlet.
- Check Health Care Plan forms are signed by a doctor and parent.
- Ensure all staff are aware of students' specific first aid requirements and any changes to health support plans.
- File Health Care Plan forms, Medication Authorities and Health Support Plans in student file. Copies also to go into class, emergency assembly points and technology room medical information folders.
- Follow Health Support Plans, Health Care Plans and Medication Authorities and parent/guardian information as directed.
- Complete the Medication Log each time medication is given.

It is the responsibility of the Principal to:

- Ensure correct forms are given and explain DECD policy and school procedures.
- Check at pre-enrolment discussions if the child has any individual emergency or routine health and personal care support needs.

It is the responsibility of all staff to:

- Follow Health Care, Medication and Health Support Plans.
- Familiarise self with students throughout school with specific health concerns.
- Staff are generally trained to supervise oral and measured dose reliever medication. They are not trained, and not able to routinely administer medication such as eye and ear drops and ointments. These medications need special planning, and sometimes the help of a nurse.
- Complete the Medication Log each time medication is given.

Asthma

Students with asthma (even if only 'mild' or 'occasional')

- must have an asthma care plan and medication authority completed and signed by the treating doctor and given to front office staff.
- are encouraged to carry their medication with them as detailed by a doctor.

Staff will

- remind students to take their preventative asthma medication prior to physical activity if this is part of the asthma care plan.
- be trained to administer reliever medication in the event of asthma attack. The school has reliever medication for use in emergency situations only.

School will

- provide a bum-bag to store the students' medication and spacer so that students have easy access to it when required including to and from school.

Parents must

- provide the prescribed reliever and spacer (if noted on the plan) to the Front Office.
- have the pharmacist label, including the student's name, attached to the puffer.

Ongoing and Short Term Medication Requirements

As much as possible, we encourage students to take medication outside of school hours, eg. Three times per 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 and supported by staff in managing this process.

Medication must be provided in the original pharmacist **single dose** container with directions on the label and must detail –

- Name of the child
- Medication name (generic name eg paracetamol not panadol)
- Dose
- Strength
- Administration time

**The Child's name 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. Children with asthma are encouraged to carry their medication with them as per their plan.
- 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.

Staff supervising students taking medication needs to ensure that:

- the right child
- has the right medication
- and the right dose
- by the right route (for example, oral or inhaled)
- at the right time
- document any observations

The first dose of any medication should not be taken at school: the child need to be supervised by the family or health professional in case of an adverse reaction.

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