



## Student Health in NSW Public Schools Policy

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### Context

The NSW Department of Education and Communities is committed to meeting its obligations under the NSW Work Health and Safety Act 2011 and the Common Law, to keep students safe while they are at school. The department also provides opportunities for students to learn about and practise ways of adopting and maintaining a healthy, productive and active lifestyle through the implementation of Personal Development, Health and Physical Education and the student welfare policies and procedures.

### First Aid-

- In particular in an emergency, all staff have a duty of care to provide assistance if a person requires immediate attention and no staff member trained in first aid is available.
- Staff are to use common sense which dictates that in an emergency, while they should not act beyond their capabilities and qualifications, they are expected to do what they can to prevent the condition worsening while awaiting medical services.
- First Aid kits and Epi-pens are held in the office and are prepared for school excursions.

### If a child becomes unwell or is injured at Cessnock West School –

- They are to be sent to the office, with a blue form, outlining the problem.
- The child will be made comfortable in the 'sick bay' area where either;
  - The child's parent/guardian is to be contacted, if deemed necessary, by the first-aid officer and sent home,
  - Or
  - The child receives 'first-aid' in the 'sick bay' area and returned to the classroom or playground.
- Parents/Guardians will be contacted in **all** instances of head/facial injuries.
- Injuries will be recorded Injuries by the First Aid officer.
- Serious Incidents/Accidents will be followed up by the principal/delegate and appropriate documentation filed and reported to the WHS Hotline.

### Administration of Prescribed Medications-

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

**The administration of prescribed medication at Cessnock West Public School is carried out by a trained staff member.**

- It is the principal's responsibility to fully inform relevant staff of the management implications of students requiring the administration of prescribed medication.
- 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.
- Except in an emergency, only individual staff members who have volunteered and been trained, will administer prescribed medication to students.

### **Health Care Procedures-**

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

This will include the individual health care plan 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

### **Health Care Plans-**

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

\* These plans are displayed in the classrooms and office areas.

### **Immunisation Documentation Requirements-**

- When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement.
- A record will be kept of the immunisation status of students on enrolment. If a student changes primary schools the Immunisation History Statement is forwarded to the new primary school.
- A child without an Immunisation History Statement will not be prevented from enrolling in primary school.
- Under the NSW Public Health Act 2010, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

### **Supply and Storage of Medication-**

- All medications will be kept in a locked cupboard, unless they require refrigeration, located in the Office area.
- A record is kept, by the First Aid Officer, of all medications supplied to students.

### **Provision of Emergency Care-**

e-Emergency Care (APTSs) provides simple, effective treatment and management protocols to support staff to manage common emergencies. This training closely reflects the types of illnesses, incidents and accidents most commonly occurring in schools, school activities and on excursions. This training is mandatory.

- All staff are required to complete e-Emergency care training online.
- The principal keeps a record to ensure all staff are up to date with training requirements.

### **Supporting Students during Hot Weather-**

The range of flexible approaches to normal school practices that can assist in hot weather includes:

- Encouraging students to drink water and allowing drink bottles in the classroom.
- Altering timetables or programs to avoid physical activity or the use of equipment that may generate heat.
- Postponing sporting or physical education activities that might stress students or expose them unnecessarily to the sun.
- Enforcing school policy for playground - "No hat, play in the shade".

### **Sun Safety-**

- Cessnock West Public School has a "No hat, Play in the shade" rule
- Cessnock West Public School use the COLA area for play for students without a hat.
- Sun safe hats are a part of the uniform at Cessnock West Public School.
- Sun safe clothing styles are a part of the uniform at Cessnock West Public School.
- Staff will review timetables to minimise outdoor activity during peak ultraviolet radiation times or use indoor venues where possible.
- The Principal will communicate with the school community about sun safety, for example, through school website, newsletters, facebook, our school app, annual report and enrolment packs.

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

