



COOMANDOOK AREA SCHOOL

Striving to Make the Difference

HEALTH CARE POLICY

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Respect

Honesty

Persistence



Purpose:

- All students at school and preschool have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid or if they have an identified medical condition.
- All parents have the right to know that their child is being cared for at school and preschool in an appropriate way that is responsive to the health care needs of the child.

Implementation Guidelines

General First Aid :

- Designated first aiders must have the current HLTAID012 (Provide first aid in an education and care setting) and undertake regular training to maintain the currency of their qualification.
- It is recommended that all staff have minimum first aid training (Provide Basic Emergency Life Support (BELS), which includes the use of EpiPen, asthma puffers and spacers.
- Immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- Any student in the First Aid Room is monitored by a member of the school staff.
- All injuries or illnesses that occur are referred to the Front Office staff and first aider for appropriate care, either in the sick room or the location where the injury occurred if required.
- EpiPen and other medications are centrally located and are to be distributed in line with the Health Management Plan (e.g. Anaphylaxis, Asthma etc.).
- School staff are not health providers.

Management of Serious Medical Conditions – individual students

- A current Health Care Plan must be completed by a Doctor.
- A Health Support Agreement (HSP120) is developed with the Principal, Staff and Parent/Caregiver, whom all equally share responsibility.
- Parents will keep the Health Care Plan up to date with known triggers, new episodes and provide medication (e.g. an epi-pen) for their child that is clearly labelled and dated and kept up to date.
- A photo of students with a serious medical condition will be visible to staff in the staff room and on an individualised pocket on a specifically designed bag in the First Aid Room behind the door.
- When arranging excursions or camps, parents/caregivers will be required to re-state relevant medical concerns and arrangements on the consent form.
- Where medical treatment has been reasonably sought, after an incident/accident, a report must be lodged in the Incident Response Management System (IRMS).

APPENDICIES :

- Appendix 1: DfE Health Care Policies and information – websites
- Appendix 2: General Medical Conditions and Medications
- Appendix 3: For children/student's at risk of Anaphylaxis CAS will:
- Appendix 4: Nut Aware Policy

Appendix 1 DfE Health Care Policies and information

- **Department for Education Intranet:** edi.sa.edu.au
- **Australasian Society of Clinical Immunology and Allergy (ASCI)** www.allergy.org.au
- **Anaphylaxis Australia :** www.allergyfacts.org.au



Appendix 2

Medical Conditions and Medications

- The school follows DfE health care policies and procedures relating to medication and the management of health needs.
- In 2006 the Policy outlining the management of medications at school was changed and schools cannot store medications.
- Medications means any substance that is supplied by a pharmacist or health practitioner. It also includes over the counter and natural therapy productions.
- Parents/Caregivers are **STRONGLY ENCOURAGED** to administer medicine to their children outside of school hours, if possible.
- Students are not permitted to be in possession of any medication.
- Medicine will only be administered at school if it is accompanied by a Medication Authority Plan which is completed and signed by a Doctor.
- It is the responsibility of parents/caregivers to ensure that medication does not exceed the expiry date.
- All medications must be clearly marked with name of student and medication instructions (using the completed and signed Medication Authority Plan referred to above).
- All medications must come in a pharmacy labelled single dose container. The container is available from the pharmacy.
- No medication, including headache tablets, will be administered to students without the express written Medication Authority Plan signed by a Doctor.
- Medication Authority Plans are available via the front office if required. A Dr can access the Medication Authority Plan via the internet.
- If medications are to remain at a certain temperature they must be sent to school in an appropriate container, so they remain at a safe temperature while on the school bus.
- First dose of any medication (with the exception of an EpiPen) are not to be administered by school staff at school. It must be given by parent/caregiver off site due to the possibility of an allergic reaction.
- If a staff member is uncomfortable administering medication for any reason they may refuse and alternative arrangements will be made.
- Student medical information is identified on the Student Enrolment Form. If an enrolled student has a newly diagnosed medical condition, parents/caregivers are to notify the school.
- Once identified, Health Care Plan proformas are sent home requesting completion by a Doctor. Relevant up to date medical information must be provided to the school. Once a Health Care Plan is sighted by the school, a meeting between the Principal and the Parent/Caregiver will be arranged to complete a Health Support Plan, which outlines specific needs for the student as well as thorough action plans, should an emergency situation arise. The Health Support Plan is an individualised document. A copy will be held in the First Aid Room and in the Student File.
- In an emergency situation a student's individual Health Care Plan will be followed.
- Medications are not kept permanently on site; as per DfE policy. Medication/s are handed to the home group teacher in the morning; and are delivered to the Front Office with the roll book each morning. Medications are returned to students in the afternoon with the roll book. During the day medications are stored in an individualised pocket in a specifically designed bag in the First Aid Room. The individualised pocket contains the students photograph for identification and a copy of the student Health Care Plan, along with the medication. In the case of an emergency the student's bag is taken directly to wherever the student is situated, if they are not in the First Aid Room.
- Individualised pockets with medication are also taken on camps and excursions, including external sporting events.
- Parents of all students who receive first aid will receive one of the following:
 - a completed form indicating the nature of the injury; any treatment given and the name of the staff providing the first aid. A record of this will also be kept in the First Aid room.
 - a phone call to parent/caregiver so that professional treatment may be organised.



- Parents of ill students will be contacted to take students home. Contact will be made by a member of staff, students are not permitted to make contact themselves and arrange to be taken home.
- General organisation matters relating to First Aid will be communicated to staff throughout the year. This information will be available to Relief Teachers also.
- Preschool Medication to be kept at The Coop.
- Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school.
- Any injury to a student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, will be reported on an ED155 Injury Report Form.
- In the case of an emergency evacuation, student medication/s, emergency contact details, Health Care Plans and Health Support Plans will be taken by staff to the appropriate assembly point.

Appendix 3

For children/student's at risk of Anaphylaxis - CAS will:

- ensure that at least one educator who has undertaken current approved anaphylaxis management training is in attendance at any place where children are being educated and cared for by CAS and immediately available in an emergency, at all times that children are being educated and cared for by CAS.
- staff who are identified as the specific first aider who will hold an approved anaphylaxis training certificate will complete one of the Anaphylaxis courses listed on www.acecqa.gov.au/qualifications/approved-first-aid-qualifications.
- provide basic first aid and access training for anaphylaxis prevention, recognition and management. DfE staff are funded to attend anaphylaxis training, which includes life-saving first aid administration of adrenaline while waiting for emergency medical assistance. Information about this and other training can be found on the chess website: www.chess.sa.edu.au.
- refer to the DfE [Anaphylaxis planning and support guide](#) for information on this topic
- When CAS is developing the [health support plan](#), they will explore ways to minimise risk associated with the child being exposed to the allergen. In the case of food anaphylaxis, [Guidelines for prevention of food anaphylactic reactions in schools, preschools and childcare centres](#) have been developed by the *Australasian Society of Clinical Immunologists and Allergists* to help schools work out what they can reasonably do. These guidelines are supported by DECD and the Department of Health.

Appendix 4

Nut Aware

The school is 'nut aware' and request the support of students, parents and guardian's to not send in nut based products to school and preschool.

This information is sent out through the School Newsletter, class notes and verbal reminders and in the information pack for new families, reminding parents that nuts can act as a trigger to an anaphylactic attack (a life threatening condition).