



STUDENT HEALTH CARE POLICY

POLICY STATEMENT:

Dalkeith Primary School promotes student health, manages student health care needs and identifies and minimises health risks, within the context of the schools' resources and the assistance available from specialist services.

The provision of health care is necessary to promote and maintain the health and wellbeing of all students.

Health care provision includes:

- promoting the health, safety and welfare of all students;
- managing the health care needs of students who require health care support while under the school's supervision;
- informing and preparing staff to manage student health care needs, and respond to health emergencies; and
- providing staff with access to advice, resources and training when planning to meet the health care needs of students

PROCEDURES

IDENTIFYING STUDENT HEALTH CARE NEEDS

At enrolment, principals or their nominees will:

- provide parents with the Student Health Care Summary form to complete; and
- request that parents provide a record of their child's immunisation history.

MANAGING STUDENT HEALTH CARE NEEDS

For students whose health care can be managed with the resources available within the school will;

- request parents to complete the DOE health care plans;
- advise staff of their student health responsibilities;
- arrange training for staff on the needs of the students; and
- implement student health care plans.

Staff are expected to support the implementation of student health care plans. However, they may decline to conduct medical procedures and or undergo training to provide health care support.

Attendance of students who are unwell:

In the first instance, the principal will contact the parent and advise them that their child is unwell and request that the parent pick their child up and take them home until they are well enough to attend school.

If a parent insists that their child attend school and the principal 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 well enough to attend school (Section 27, School Education Act 1999).

MANAGING STUDENT HEALTH CARE RECORDS

School administration will:

- maintain student health records in accordance with the DOE Records Management policy;
- upload information from medical records and health care plans into the medical details section in SIS;
- retain signed, hard copies of all documentation 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.

MEDICAL EMERGENCIES

Principals will develop plans for medical emergencies as a part of the school's risk management strategy.

In a medical emergency, principals will:

- organise medical attention for the student; and
- make appropriate transport arrangements.

Staff providing assistance during a medical emergency, will:

- promptly record all actions taken; and
- inform parents and the principal of the actions taken.

Duty of care – principals

The principal has the ultimate duty of care responsibility for students and should administer first aid or health care procedures within their level of experience in the absence of any trained staff.

Duty of care – all school staff

In accordance with the DOE policy, all school staff owe a duty of care for the safety and welfare of students. In the absence of the principal or other trained staff, in an emergency, school staff should administer first aid or health care support within their level of experience until the medical assistance needed is provided.

Risk Management

Principals should address all known contingencies in their medical emergency plans and include the identification of staff responsible for taking any necessary actions and administering first aid and health care procedures.

Transport arrangements

In a medical emergency, students may need to be transported in order to access medical assistance. The transport arrangements should take into account the nature of the emergency and local circumstances such as the availability of an ambulance service. Where available in a reasonable timeframe, an ambulance should be used in a serious medical emergency. If an ambulance is not available, principal or their nominees should:

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

ADMINISTRATION OF MEDICATION

Principals or their nominees will:

- request parents to provide relevant information regarding long-term administration of medication in the student's health care plan or complete the relevant form for short-term administration of medication;
- maintain a record of all medication administered at school; and
- store all medication appropriately.

MANAGING SPECIFIC HEALTH ISSUES

STUDENT IMMUNISATION

Principals or their nominees will;

- collect and record information on specified vaccine preventable disease on SIS; and
- provide the information regarding the immunisation record of any student to the Department of Health on request.

PREVENTION OF INFECTION

Dalkeith Primary School has developed and implemented school procedures and practices to promote effective hygiene to help reduce the spread of infection.

We provide the provision of products and facilities for effective hand washing.

If a parent insists that his/her child attend school and the principal 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 fit to attend school.

COMMUNICABLE DISEASE MANAGEMENT

If a student or staff member has a communicable disease, the principal will undertake action in accordance with the advice provided by the Department of Health in managing the communicable disease.

ANAPHYLAXIS

The principal or nominee will:

- request parents provide an Action Plan for Anaphylaxis that has been completed by the student's medical practitioner;
- arrange for staff to be trained in the Anaphylaxis Training Program delivered by the school health nurse;
- verify that all students diagnosed with anaphylaxis have their prescribed adrenaline auto-injector available at all times;
- arrange for an adrenaline auto-injector for emergency use to be included with the first-aid kit;
- establish the processes for an appropriate emergency response in an anaphylaxis emergency;
- report any anaphylactic response as a medical emergency through the DOE online incident reporting system;
- establish a process for reviewing anaphylaxis events to identify if there are strategies that could be implemented to reduce the likelihood of future adverse events; and
- implement the school's Nut Aware policy (Appendix One)

HEAD LICE (PEDICULOUS)

Dalkeith Primary School in consultation with the School Council developed an agreed management, communication and education policy to reduce the impact of head lice infestation. (Appendix Two)

SUNCARE

Dalkeith Primary School in consultation with the School Council developed an agreed policy promoting effective sun protection. (Appendix Three)

The school also modifies teaching and learning programs to suit weather conditions.

DALKEITH PRIMARY SCHOOL'S HEALTH POLICY AND PROGRAMS

1 Education and awareness of common health problems or issues as they arise eg: asthma, epilepsy, bee sting / nut allergies, nits is provided to staff and students.

The School Community Nurse will provide information to the school community on the management of common health issues as required.

Information will be made available for teachers of students with serious medical disabilities in student files. Students with Epi-Pens are identified in staff room, first aid room and in duty file.

2 Encouraging personal responsibility for prevention of lifestyle diseases

All sectors of the school will be encouraged to reduce the likelihood of skin cancer, through Sun Smart Policy. Sunscreen is made available to each classroom and PE specialist to be used for all outdoor activities. Students can wear suitable sunglasses if they choose. It is desirable that all staff wear hats, sunglasses and use sunscreen when participating in outdoor activities to set a good example.

Lifestyle diseases such as Cancer, Heart Disease, Stress are covered briefly in the upper primary classes as part of Health Education. School fundraising activities carried out in the school also provide opportunity to remind students of the dangers.

3 Recognising good mental and emotional health as necessary for management of daily life.

Provide information about mental health to staff and students if required.

4 Encouraging physical fitness.

Daily fitness of 15mins K-7

In addition:

Years 4 -7 have 120mins per week of PE with PE specialist.

Years 1 – 3 have 90mins per week of PE with PE specialist.

Edu Dance is an option for 8 weeks.

Healthy attitudes towards fitness and physical fitness are encouraged through the school curriculum and extra curricula activities.

5 Promoting the health education of students through the school curriculum.

The syllabus covers the areas of communication, human sexuality, drug education, lifestyle diseases and nutrition.

Health Promotional days including Fruit and Veg Week, Jump Rope for Heart, Bandana Day, Walk to School Day are highlighted and participation is encouraged.

6 Encouraging community agencies and parents to be involved in health issues.

Guest speakers from community agencies are invited to speak to the school community (eg Nits prevention with school nurse)

7 Monitoring potential physical hazards within the school environment.

As determined and reported to the Occupational Health and Safety Committee.

8 Actively encouraging the use of protective equipment.

The use of appropriate protective equipment is enforced in certain curriculum areas such as Physical Education, Science, Home Economics and Design and Technology.

Students are encouraged to adhere to the law regarding the wearing of bicycle helmets.

Staff and students are made aware of the appropriate manner in which to use equipment such as photocopiers.

Appropriate protective equipment is provided for staff such as gardeners.

Written: 2012

Reviewed with DOE changes: 2013

Reviewed with DPS changes: 2018

APPENDIX ONE – NUT AWARE POLICY

RATIONALE:

Nut allergies are real. Currently there is no cure for nut allergies. Avoidance of the food is the only way to prevent a reaction. 1:20 children suffer from food allergies and some of them will experience a life-threatening (anaphylactic) reaction.

We have a number of students who are allergic to nuts and are subject to an anaphylactic reaction.

PURPOSE:

In an effort to provide a safe environment for students with allergies to nuts, Dalkeith PS is seeking the support of the whole school community to help make our school nut free by ensuring sandwiches, cakes, slices, biscuits, muesli bars, chocolate bars, dips and dried fruit and nuts are not bought to school.

ROLES AND RESPONSIBILITIES:

School:

- Risk management plan in place for the individual 'allergy' students

Principal:

- Organise training for staff to understand anaphylaxis, and first aid response to a reaction.
- Collaborative develop a risk management plan for students in consultation with parent, teacher and Education Assistant.
- Keep action plans up to date.
- Provide a 'hand over' to new staff
- Support staff in carrying out their roles.
- Advise all parents in writing of the enrolment of an 'allergy student' and request their support by ensuring all food containing nut substances are avoided at all times.
- Include nut allergy information regularly in the school newsletter and in the schools information booklets.

Teacher:

- Regularly liaise with parents
- Ensure EpiPen and Emergency Action Plan are kept in an accessible location
- Initiate First Aid treatment as per Emergency Action Plan if a student has a reaction
- Inform EA of their role in the management of the environment and implementation of the Emergency Action Plan.
- Ensure that all potentially dangerous items in the ECE centre or classroom are removed or cleaned.
- Ensure all students wash their hands on arrival to school and after break times if an allergy student is in the classroom.
- Use safe ingredients during cooking activities. Read labels very carefully.
- Educate students on allergies and inform them of the management plans.

Education Assistant:

- Assist the teacher as required with the risk management of the student, including the Emergency Action Plan.
- Use safe ingredients when assisting with planning of activities.

Parent/ Caregiver

- Be contactable in the case of an emergency.
- Maintain ambulance cover and up to date details.
- Provide own lunch in labelled container.
- Assist staff in selection of ingredients suitable for cooking activities.

- Provide alternative treats for school/class celebrations.
- Provide EpiPen and appropriate storage container with instructions for use included.
- Keep EpiPen current and replace immediately when out of date.
- Provide written approval for school to administer medications associated with a reaction.
- Obtain and supply information from your doctor, which is relevant to the school.
- Provide medic alert number if appropriate
- Initiate Emergency Action Plan review.

APPENDIX TWO – NOTIFICATION OF HEAD LICE

WHOLE OF CLASS NOTIFICATION LETTER

Dear Parents

There has been an incident of head lice in our class.

Whilst your child may not be affected, head lice are extremely contagious. To quickly resolve the problem we are asking all parents to inspect their child's hair and scalp and take precautions against their spread including treating and regular checks within the 10 day life cycle of head lice.

We suggest you look for the following symptoms or signs, which would indicate the presence of head lice:

- child scratching his/her head excessively
- fine black powder or paler coloured material on the pillow
- 'nits', the lice eggs, seen as cream to coffee coloured specks stuck near the hair roots or in the hair
- small white to greyish coloured lice about the size of a pinhead

If you need further advice please contact your local pharmacist.

Children with head lice need to be treated before being returned to class.

Regards,

SUZANNE PEKIN
Principal

APPENDIX THREE – SUN SMART POLICY

As part of SunSmart strategies all children and staff will use a combination of sun protection measures throughout the day to ensure they are well protected. Particular care is taken between 10am and 3pm when UV levels are at their peak and from the beginning of September to the end of May.

Clothing

- Students are required to wear a broad brimmed school hat whenever they are outside. (e.g. recess, lunch, sport). Caps and visors will not be permitted.
- Staff are to actively model wearing broad brimmed hats while on duty and for outside activities.
- Provide sun protective clothing items as part of the school uniform. (Collars, UV protection fabric, broad brimmed hats.)

Shade

- Children are encouraged to use available areas of shade when outside.
- Children not wearing broad brimmed hats will be required to play in the shade.
- Shade provision to be considered in all plans for future buildings and grounds.
- Organise outdoor activities in areas with plenty of shade where possible.
- Schedule outdoor activities before 10.00am and after 3.00pm whenever possible.

Sunscreen

- Encourage the daily application of sunscreen before school and prior to the lunch break.
- Work with the P&C to provide SPF 30+ Broad spectrum, water resistant sunscreen for students and staff use.

Curriculum

- Incorporate programs on skin cancer prevention and sun safety in the curriculum at all year levels.
- Regularly reinforce SunSmart behaviour in a positive way through newsletters, meetings and assemblies and on student enrolment.
- Ensure the SunSmart policy is reflected in the planning of all outdoor events.

Evaluation

The School Council will review the effectiveness of this policy each year.

They will:

- Review the SunSmart behaviour of students, staff, parents and visitors and make recommendation for improvement.
- Assess shade provision and usage and make recommendations for increases in shade provision.
- Update and promote curriculum material relevant to SunSmart activities

Written: 2012

To be reviewed: 2014 by Executive Curriculum Team