

Hassall Grove Public School

Medical Procedures Including Supporting Documents



Student Health Care

Introduction

The Department of Education has a duty to ensure the safety of staff and students.

The Work Health and Safety Act also provides that an employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work or who may be affected by the employee's acts or omissions at work.

As a minimum, this means that any staff member must, if necessary, assist in an emergency.

Where a student has been diagnosed with a condition that may require an emergency response, Hassall Grove Public School will co-ordinate the development of an emergency response plan as part of the Individual Health Care Plan for the student.

Where training is needed, it is essential for all staff who are likely to be called upon to administer medication or health care procedures in an emergency be appropriately trained by a suitable qualified person. Anaphylaxis training and e-Emergency Care are mandatory for all permanent, temporary and casual school based staff. All staff at Hassall Grove Public School maintain up to date training and compliance is recorded and stored in the office.

In an emergency, a staff member administers medication or health care procedures to a student in accordance with his or her training and agreements documented in the emergency care section of the student's individual health care plan.

Except in an emergency, staff administer medication or health care procedures to students on a voluntary basis and are trained to do so.

Role of principals

Principals are required to:

- assist students who have health support needs at school
- have systems in place to collect health information about students at enrolment and on a regular basis
- collect and record the immunisation status of students at enrolment
- have systems in place to protect the health and safety of all students when they are at school or involved in school activities
- develop a health care plan for any student:
 - diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis and/or
 - diagnosed with a condition that may require an emergency response
 - who requires the administration of health care procedures
- collaboratively review health care plans at least annually
- where requested, assist with the administration of medication for a student when a medical practitioner has prescribed medication that must be administered during the school day
- provide temporary care when a student becomes unwell at school, which may include the provision of first aid (including emergency care)
- report cases of vaccine preventable diseases, as listed on the NSW Health website, to the local public health unit
- ensure the school does not use peanuts, tree nuts or any nut products in curriculum or extracurricular activities. This does not include food labelled as it may contain traces of nuts.

Individual health care planning

All students are entitled to participate in education regardless of their health support needs. While a student's health support rests primarily with the parent, Hassall Grove Public School staff have a duty to keep students safe while they are at school or are involved in school activities.

Hassall Grove Public School will consult with parents about their child's health.

When students need help with health issues at school, parents may need to consult with their medical practitioner about the implications of the child's health condition for their schooling and any actions that need to occur during the school day. Parents need to convey relevant information from the medical practitioner to the school in writing.

Schools undertake collaborative individual health care planning to determine the best way for the individual health support needs to be met. This may require the principal to seek additional support from the department so that appropriate arrangements can be made for the student's participation at school.

Arranging support

(Please note: Where allergies are indicated, refer to the [Anaphylaxis and allergy procedures for schools \(PDF\)](#))

- Parent advises school that a child has a medical condition.
- Principal or delegate provides a letter to parents incorporating a [request form \(DOCX 74.32KB\)](#)
- Parent completes form on the basis of information provided by the child's medical practitioner.
- Principal or delegate considers the request contained in the completed form.
- Principal or delegate consults with staff.
- Principal or delegate determines whether the request can be met by procedures already in place at the school.
- Principal or delegate considers any request from the parents that their child be allowed to self-administer medication and determines whether he or she supports this request.
- Principal or delegate completes the [Anaphylaxis Checklist for Workplace Managers](#) if applicable
- Parents provide [prescribed medication](#) or other consumables as agreed before the health care plan commences.

Where more information or planning is needed the principal or delegate will send [a letter to the parent requesting a meeting \(DOCX 59.04KB\)](#).

Individual Health Care Plans for students with complex health care needs

An individual health care plan formalises the support for students at Hassall Grove Public School with complex health care needs. Information from the student's medical practitioner, provided by parents, will inform the collaborative planning process.

Individual health care plans will include [the individual health care plan cover sheet \(DOCX 66.96KB\)](#) and clear details for the following where relevant:

- an emergency care/response plan
- a statement of the responsibilities of those involved in the student's support
- a schedule for the administration of prescribed medication as provided by the treating medical practitioner
- a schedule for the administration of health care procedures as provided by the treating medical practitioner
- an authorisation to contact the medical practitioner
- other relevant documents.

An individual health care plan must be developed for:

- severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- any student who is diagnosed as having a condition that may require an emergency response
- any student who requires the administration of health care procedures

The principal is responsible for assessing, in consultation with appropriate school staff, the parent and the medical practitioner, how Hassall Grove Public School will meet the health care needs of the student.

The principal or delegate will arrange a meeting with the parent and appropriate school staff to discuss the management of the student's health care needs.

Administering prescription medication

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- notify the school
- provide up to date information as required
- supply the medication, within date and stored correctly, as well as any 'consumables' necessary for its administration in a timely way.

The administration of such medication forms part of the department's common law duty of care to take reasonable steps to keep students safe while they attend school.

The administration of prescribed medication at Hassall Grove Public School is carried out by staff who volunteer and who are trained. Except in an emergency, only individual staff members who have volunteered and been trained will administer prescribed medication to students.

The principal or delegate will store all copies of the written medical advice and any other relevant documentation in a secure and confidential manner in the school's administration block.

Self-administration of prescribed medication by students

Parents/carers of children who require prescribed medication to be administered at school must complete a written request. Students must not carry medications unless there is a written agreement between the school and the student's parents/carers.

Emergency care

Hassall Grove Public School does not generally supply or administer medications in an emergency unless they have been provided by parents as part of an individual health care plan for a specific student.

In an emergency which has not been anticipated in the emergency/response care section of an individual health care plan, staff will provide a general emergency response (for example, call an ambulance). Where an emergency response requires the immediate administration of medication to prevent serious illness or injury, staff should administer the required medication.

Non-prescribed medications

Hassall Grove Public School generally does not administer medication that has not been requested for an individual student's specific condition. In some cases, the medical practitioner may not write a prescription for such medication because it may be available 'over the counter'. NSW Health advises that 'over the counter' medication may still be harmful, and that Hassall Grove Public School should follow the same procedures for non-prescribed medications as for prescribed medications.

Support is no longer required

Should a student no longer require medical support from Hassall Grove Public School and an individual health care plan is already in place, parents/carers are required to provide a written information detailing changes to students medical condition and confirming medical interventions/plans are no longer required. Hassall Grove Public School will remove plans and achieve digital and physical documentation.

Legal liability

Should a student be injured or made ill as a result of the administration of prescribed medication or health care procedures by a member of staff, the staff member is protected by the legal principle of vicarious liability in relation to personal injury proceedings.

This means that unless the staff member has deliberately injured the student, or behaved with reckless disregard for the student's safety, the department will be liable for any injury caused by the negligence of the staff member.

Forms and letters

Parent request forms

[Parent request for support at school for a student's health condition \(DOCX 74.32KB\)](#), which includes a request to administer medication.

[Parent letter where a student does not currently carry their own adrenaline autoinjector for anaphylaxis or asthma reliever medication \(DOCX 61.67KB\)](#) This letter should be

accompanied by the [parent request form \(PDF 93.69KB\)](#) for students to use their adrenaline autoinjector or asthma reliever medication at school.

Confirmation letters

[Letter to parents confirming their request for administration of prescribed medication \(DOCX 60.17KB\)](#)

[Letter to parents confirming arrangements for a student to carry their own adrenaline autoinjector and/or asthma reliever medication to school and at school \(DOCX 45.88KB\)](#)

[Information for parents of students who carry their own medication at school and/or who self medicate \(DOCX 47.15KB\)](#)

Other health care planning forms and letters

[ASCIA Action Plan for Anaphylaxis](#)[External link](#)

[Emergency Response Plan \(DOCX 63.88KB\)](#)

[Parent consent for doctor to provide information about their student's health \(DOCX 48.34KB\)](#)