



Mount Warrigal Public School

Health Care Plan Procedure

BRIEF DESCRIPTION:

At Mount Warrigal Public School we strive to promote the healthy development of students through quality learning experiences that protect and promote health and safety. Health care practices support individual students who require assistance with existing health issues and include the administration of prescribed medications, implementing planned health care procedures and collaborating with parents/carers and medical staff to develop/adapt individual health care plans as required. Health care practices also include the administration of first aid to students who become unwell or who have an accident at school. Practices comply with the NSW Work Health and Safety Act 2011 (WHS Act), Common Law obligations, anti-discrimination and privacy legislation.

LINK/S TO DEPARTMENT POLICIES

<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/individual-planning>
<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/administering-medication>
<https://education.nsw.gov.au/policy-library/policy-groups/whs-and-wellbeing>
<https://education.nsw.gov.au/public-schools/practical-help-for-parents-and-carers/quick-guide-for-parents>
<https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy>
<https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy>
<https://www.health.nsw.gov.au/Pages/default.aspx>
<https://www.health.nsw.gov.au/Infectious/pages/phus.aspx>
<https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/first-aid>
http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/aa1977204/
http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/papipa1998464/
http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/hraipa2002370/
<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/immunisation>
<https://education.nsw.gov.au/policy-library/policies/incident-reporting-policy>
<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures>

STATEMENT OF PURPOSE

This procedure aims to establish guidelines regarding the systems and practices supporting the health of students, supporting learning and wellbeing in our school. Mount Warrigal Public School works in-line with the Department of Education policy documents and in partnership with NSW Health. Principals, staff, parents, health professionals and students all have a role to play in the effective support of students' health needs.

IMPLEMENTATION

The following are expectations at Mount Warrigal Public School:

An individual health care plan formalises the support for students with complex health care needs. A plan must be developed by a medical professional and shared with the school for any student with severe asthma, type 1 diabetes, epilepsy and/or anaphylaxis or any other condition requiring a health care procedure or possible emergency response. Individual health care plans should include 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 health care procedures as provided by the treating medical practitioner
- a schedule for the administration of prescribed medication as provided by the treating medical practitioner
- an authorisation to contact the medical practitioner

Please refer to [the individual health care plan cover sheet \(DOCM 74.49KB\)](#) for additional information.



Mount Warrigal Public School

Health Care Plan Procedure

Principal Responsibilities:

Principals need to develop and document local procedures to support student health which reflect department policy and incorporate local needs.

- Assess how the school will meet the health care needs of the student, in consultation with appropriate school staff, the parents and the medical practitioner.
- Arrange a meeting with parents/carers and appropriate school staff to discuss the management of the student's health care needs.
- Provide a letter to parents incorporating a [request form \(DOC 113.5KB\)](#)
- Consider the request contained in the completed form and determine whether the request can be met by procedures and facilities already in place at the school.
- Consult with staff.
- Consider any request from the parents that their child be allowed to self administer medication and determine whether he or she supports this request.
- Take reasonable care for the health and safety of all persons in the workplace and to cooperate with the employer to ensure that health and safety of all in the workplace, including assisting in an emergency.
- Ensure staff complete mandatory training in E-Emergency, E-Administration of prescribed medication at school, Anaphylaxis and CPR.
- Supervise and support executive and administration staff in the development of [Individual health care plans](#)

Where the request can be met in a straightforward way and there is no requirement to develop an individual health care plan, the principal sends [a letter of confirmation to the parent \(DOCX 100.06KB\)](#).

Where more information or planning is needed the principal will send [a letter to the parent requesting a meeting \(DOC 63KB\)](#).

Teacher Responsibilities:

- Follow existing health care plans and report any confirmed changes communicated through parents.
- Take reasonable measures to protect students against risk of injury or harm which should reasonably have been foreseen.
- Refer unwell children or children requiring basic first aid to the office.
- Act quickly in emergency situations including never leaving a child alone, calling for medical assistance and ensuring first aid is brought to the child's location for administration.
- Administer first aid in line with level of training.
- Accompany any child with a head injury to the office (or call for support to location in severe circumstances).
- Record and document any head injury as well as other significant incidents requiring first aid.
- Complete all mandatory training within required timeframes, notify the principal of successful completion and provide documentation to administration staff for record keeping.



Mount Warrigal Public School

Health Care Plan Procedure

Administration Staff Responsibilities:

- Administer [prescribed medications](#) in accordance with department policy and procedures.
- Seek [immunisation documentation requirements](#)
- Follow [health care procedures](#) in accordance with departmental policy, school procedures and medical practitioner recommendations.
- Administer [First aid](#) in line with level of training.
- Provide temporary care of students who become unwell at school.
- Keep accurate records of health care provided, following school systems.
- Complete all mandatory training within required timeframes, notify the principal of successful completion and provide documentation to administration staff for record keeping.
- Organise a lockable storage location for medications and supplies.
- Monitor first supplies and expiry dates on all medications and re-stock as required.
- Follow communication procedures to alert families and staff of student health incidents and changes to circumstances.
- Communicate all head injuries to families and, where required seek medical assistance.

Parent and Carer Responsibilities:

- Inform the school of the health needs and/or medical conditions of the child at enrolment or when health conditions develop or change.
- Provide [prescribed medication](#) or other consumables inline with the health care plan in a consistent and timely manner.
- Liaise with the child's medical practitioner about the implications of any health condition for their schooling and convey advice and information from the medical practitioner to the school.
- Where relevant, collaborate with the school in planning to support the child's health needs at school including updating information and reviewing plans. Relevant information on the role of parents can be found on the department's [student health section of the public schools website](#).

Student Responsibilities:

- Contribute to the provision of a healthy and safe school environment.
- Ensure that medication is taken for the purpose for which it is intended, in the right dosage and for whom it is intended.
- Cooperate with staff in managing their health.
- Develop the understanding and skills needed to progressively manage their own health if age appropriate.

EVALUATION

These procedures will be regularly evaluated and updated throughout the school year. A review of the procedures will be held by the conclusion of each year and any alterations noted.