

## HEALTH SUPPORT POLICY

### POLICY STATEMENT

Our school is committed to supporting the health and well-being of all students. Teaching staff, Administration and Learning Support Officers are required to have a current Senior First Aid or BELS (Basic Emergency Life Support) First Aid Certificate. Staff also undergo additional training in both Asthma and Anaphylaxis on a two yearly cycle.

### RATIONALE

At St Jakob we supply many levels of health Care and subsequent communication to Parents and Caregivers, depending on the severity of the health issue or injury.

This document is to explain and make clear to both First Aiders and Parents the process of attending to, recording and reporting incidents/illnesses to Parents/Carers. It also sets out the responsibilities of staff and Parents in health and First Aid situations.

### DEFINITIONS

The Health Support Policy covers a number of health Care practices that may occur in the school environment.

\*Learning Management System refers to 'LMS' PC Schools which is a record, account keeping and reporting system used by St Jakob

#### Care Plan

- Written by a Health Care Professional eg GP, surgeon, psychologist with medical instructions for Health Care

#### Health Support Plan

- Procedures based on information contained in the Care Plan where instructions are not made clear but left to the school's professional judgement within this context eg in the case of severe anxiety, incontinence.

#### First Aid

- Treatment given to a child who becomes unexpectedly ill or injured.

#### Diagnosed Health Issue and Personal Care Support

- When students require assistance with their routine health and/or personal care needs (eg Asthma, toileting, female health support). These types of care require a Personal Care Support Plan or Asthma Care Plan from the student's Health Care Professional.

## **Medication Management**

- As much as possible, we encourage students to take medication outside of school hours, eg. Antibiotics
- Life-threatening and daily medication eg. Ventolin will be administered during school hours along with a Health Support Plan or appropriate documentation.

## **Head Lice Management**

- Whilst Parents have the primary responsibility for the detection and treatment of head lice, the best results for our school community will be achieved when we work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

## **Sun Safe**

- Staff understand the long-term dangers posed to children's health by over exposure to the sun. Parents/Carers are encouraged to apply long-lasting sunscreen daily to their children before school with opportunities in class to re-apply throughout the day with sunscreen supplied by the school. As part of our Uniform Policy, students are required to wear their hat in Terms 1 and 4, when learning or playing outside in the sun and during fitness time. In hot weather, staff will encourage children to drink water frequently. Staff will ensure that shady areas out of the sun are always available to children when playing outside. If the weather is exceptionally hot, alternative indoor areas will be utilised, limiting the time of exposure to the sun.

## **POLICY PRINCIPLES**

1. Help and support students and staff with First Aid and medical needs as required.

## **SCOPE**

This policy applies to staff and students and Parents/Caregivers of Students at St Jakobi Lutheran Campus.

## **RESPONSIBILITIES**

### **Principal**

- Ensure that staff are aware of this policy and procedures and understand their responsibilities in relation to the policy
- Resources and training are provided to support this policy
- That the plan is available to Parents/ Caregivers
- Ensure that compliance of recording keeping is enacted
- Headlice Agreement is completed annually Parents/Caregivers and recorded accordingly.

### **All Campus Staff**

- Ensure all staff have and maintain a current First Aid certificate
- Understand and support the policy.

## **OTHER POLICIES APPLICABLE TO THIS POLICY**

1. Duty of Care
2. Sexual Abuse Policy
3. Extreme Weather Policy

**IMPLEMENTATION DATE: March 2019**

**LAST POLICY REVIEW DATE:**

**NEXT REVIEW DATE: March 2022**

## **HEALTH SUPPORT POLICY -**

### **PROCEDURE**

#### **FIRST AID**

First Aid from classroom:

- Teachers will administer basic First Aid using supplies in their yard duty bum bags (eg bandAids). Any further treatment will be conducted in the First Aid room
- If additional First Aid is needed the student will be sent to front office with a yellow card stating 'This child requires First Aid' with the teacher name.
- Front Office staff will assess child, administer First Aid as needed, record action in LMS and contact Parents via LMS if necessary. If Parents/Carers are contacted and the student is sent home, front office staff will ensure class teacher is informed.

First Aid from yard:

- Teachers will administer basic First Aid using supplies in their yard duty bum bags (band-aid). Any further treatment will be conducted in the First Aid room
- As part of duty of care, teachers will carry an emergency Asthma bag when on yard duty and during fitness, to administer in the case of an emergency only. Attached to the First Aid bag is also a snake bite kit
- If additional First Aid is needed the student will be sent to front office with a yellow card stating 'This child requires First Aid'
- Front office staff will administer First Aid, record action in the school's LMS and contact Parents if necessary. If Parents/Carers are contacted and the student is sent home, front office staff will notify the class teacher
- If there is a First Aid or other emergency in the yard, yard duty staff will send a yellow card stating 'This child requires First Aid' to the front office and/or staff room and begin to administer First Aid until a staff member with a senior First Aid certificate arrives at the scene to administer appropriate First Aid for the child's medical needs
- Staff will not remove splinters. The area will be washed and covered with a band-aid. Student's parent will be informed via a First Aid via school's LMS.

If a student becomes significantly ill or injured, staff will:

- Administer basic First Aid
- Contact the front office
- Front office staff will call an ambulance if needed and continue to administer basic First Aid. Parents will be contacted ASAP
- Inform parent/Carer (or emergency contact) if First Aid might need follow-up at home or with a doctor. (eg. Head injury, excessive nose bleed, or other agreed circumstances).

If students require First Aid off site (eg. excursions, camps, bus travel), staff will:

- Administer basic First Aid
- Call an ambulance if needed and continue to administer basic First Aid
- Inform parent/Carer (or emergency contact) if First Aid might need follow-up at home or with a doctor.

**All head incidents including head bumps will be reported to Parents/guardian by phone and or via the school's LMS.**

Please see the attached appendices  
Child feels unwell  
Minor Injury  
Suspected major injury

It is imperative that students notify a staff member as soon as they are feeling unwell so that care and supervision can commence immediately.

**Under no circumstance should children contact Parents or Caregivers directly via mobile devices or any other means to notify them that they are ill and ask to be collected from school.**

**This has the potential to give rise to an emergency situation, where the school would be unaware of health needs and therefore unable to render First Aid.**

## **ROUTINE HEALTH AND PERSONAL CARE SUPPORT**

### **Diagnosed Health Issue and Personal Care Support**

When students require assistance with their routine health and/or personal care needs (eg Asthma, toileting, female health support).

The purpose of the 'Care Plan' is to ensure that the school has information from the treating health professional relevant to the student's health, well-being, attendance, learning and care **at school**. If any of the following conditions and needs are applicable, or as deemed necessary by the school for other health issues, a Care Plan will be required for the student:

- Asthma
- Diabetes
- Anaphylaxis (severe allergy)
- Medical information (for general health care or those without specific forms)
- General health information (to be completed by a general practitioner, psychiatrist or psychologist)

It is the responsibility of the Parent/Carer to:

- request these forms
- ensure all appropriate forms are completed and signed by the doctor
- sign all appropriate forms as parent/guardian
- return all forms to the front office staff
- update all medical information on the appropriate forms as necessary.

Health Support Plans are written using the written information from the treating health professional, in consultation with Parents/Caregivers and relevant school staff.

## **MEDICATION MANAGEMENT**

### *Asthma*

Students with Asthma (even if only 'mild' or 'occasional') need an Asthma Care Plan completed and signed by the treating doctor and given to front office staff. These Plans need to be updated by the student's doctor **annually**. Staff will remind students to take their preventative Asthma medication prior to physical activity if this is part of the Asthma Care Plan. Staff are also trained to administer reliever medication in the event of an Asthma attack. The school has reliever medication (kept in the locked cabinet in the sick room) for use in emergency situations only. It is the responsibility of the parent/caregiver to ensure Asthma medication is not out of date.

### *Other prescribed medication*

- Students will not be administered medication unless a Medication Agreement Plan is completed
- Medication will be given in accordance with the Pharmacists directions on the label
- The student's name must be on the original label and dosage clearly marked
- Out of date medication will not be administered
- Medication will be stored safely; it therefore needs to be taken to the front office and given to a front office staff member for storage in the secure locked cupboard in the sick room. Epi Pens will be stored in the Staff room for after hour's accessibility due to OHSC, After School Sports, private tuition and music lessons
- Medication must **NOT** be kept in school bags
- Students and Parents are encouraged to discuss health care needs with the class teacher, front office staff and/or principal
- As much as possible, we encourage students to take medication outside of school hours, eg. three times per day can be taken in the morning (before school), afternoon (straight after school) and bedtime. If medication needs to be taken at school, they will be administered medication by a staff member. Please note that a Medication Plan (Appendix 6. must also be completed)
- The expiry of student medication kept at the school **is the sole responsibility of Parents/ Caregivers** to record and replace appropriately. However, to assist Parents in remembering the expiry date, **the school will keep a record of the expiry dates and, as a backup only,** will send reminder notes home in the form of email and/or hardcopy when the expiry date nears
- Students with known health issues that have the potential to result in death including, but not limited to, Asthma and Anaphylaxis, will be excluded from school if medications which are part of their specific health Care Plan eg puffers and adrenaline pens, are out of date, until such a time as current medication is brought in to school. Please note that the school is LEGALLY NOT PERMITTED to use another student's in-date medication, even in the event of a life-threatening emergency.

### **HEADLICE**

#### **It is a community expectation that Parents/Caregivers of St Jakobi students will:**

- Check children'(s) hair for head lice on a weekly basis, at home, using the recommended conditioner/combing detection method, and treatment as necessary
  - Not allow attendance at school with untreated head lice (in accordance with Health Infectious Diseases Regulations 2001)
  - Notify the school if their child(ren) have headlice and advise the school at the return to school when appropriate treatment was commenced (in accordance with Health Infectious Disease Regulations 2001)
  - Ensure children with long hair attend school with hair tied back
  - Use only safe and recommended practices to treat head lice
  - Notify the Parents/ Carers of your child's friends so they have an early opportunity to detect and treat their children if necessary
  - Maintain a sympathetic attitude and avoid stigmatising/blaming families who are experiencing difficulty with control measures, remembering that head lice are not the result of poor hygiene
  - Act responsibly and respectfully when dealing with members of the school and broader community especially around issues of head lice
  - Sign an agreement accepting the terms of the School-managed Head Lice Program
- or
- Make an appointment to discuss concerns and reach a solution if permission is not given.

**To support Parents/Carers and the broader school community to achieve a consistent, collaborative approach to head lice management the school will:**

- Provide information and updates in school newsletters
- Access community education resources and support, such as primary school nurses, community health centres and local government
- Abide by the recommendations of the School Exclusion Policy in accordance with the Health (Infectious Diseases) Regulations 2001 where the responsibility to exclude a child from school rests with the Principal or delegated authority, and
- Only exclude children from school with live insects
- Accept the advice of Parents that appropriate treatment has commenced;
- Encourage children to learn about head lice so as to help remove any stigma
- Request that all families attending St Jakobi Lutheran School sign an agreement to accept the conditions of the school's Head Lice Agreement or work with families to find and reach an acceptable solution if permission is not given.
- Act responsibly and respectfully when dealing with members of the school and broader community especially around issues of Head lice
- Continue to seek opportunities to increase our collective understanding of and response to managing head lice
- Ensure that any person employed by the school, or volunteering, to undertake 'head lice inspections' will adhere to the school policy and latest Department of Human Services information and Health (Infectious Diseases) Regulations 2001, and sign a Confidentiality Contract
- Only inspect the children whose Parents have given prior consent
- Help reduce the stigma and maintain confidentiality after conducting head lice inspections by giving a letter to all the children involved in checks

Swolloed

**SUN SMART**

Cancer Council SA advises people to protect their skin at times when the ultraviolet (UV) radiation level is 3 and above—this is when it is strong enough to cause damage to unprotected skin. Cancer Council SA recommends that a skin protection policy be in place from 1 September until 30 April and between 10 am – 3.00 pm when UV radiation levels are 3 and above. It is highly recommended that UV radiation levels are monitored, particularly during May and August as they still may be 3 or above depending on your location.

What we aim to promote among children, staff and Parents is:

- Positive attitudes towards skin protection
- Balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development
- Personal responsibility for and decision making about skin protection
- Awareness of the need for environmental changes in our school to reduce the level of exposure to the sun.
- Support our Duty of Care and WHS requirements to students and staff

- 1 Take particular Care if in the sun between the hours of 10 am and 3 pm and when the ultraviolet radiation level is 3 (moderate) and above, outside of these times.
  - The school will use the Bureau of Meteorology website to check the daily UV reading, using the forecast provided for Lyndoch, and communicate this daily to the staff at morning briefings, reorganizing the day as needed to cater for the UV level each day
  - Where possible, outdoor activity sessions will be held in shaded areas on days when the UV is over 3
  - Where possible, all outdoor activities will be scheduled before 10 am and after 3 pm, or conducted indoors, on days when the UV reaches 6 or above (High) on the UV index scale

- 2** Wear appropriate clothing that protects the skin:
  - Students, staff and Parents will be expected to wear an approved broad-brimmed hat or a bucket hat whenever they are involved in outside activities. Children not wearing an appropriate hat will be expected to play in the shade
  - Uniform pieces selected by the school will reflect sun safe practices, including shirts with collars and longer length sleeves, longer style shorts/skirts, as applicable.
  
- 3** Students will be encouraged to apply a broadspectrum, water resistant sunscreen with an SPF of 30+ to clean, dry skin, **15– 20 minutes** before going outdoors for lunch or curriculum activities. Sunscreen should be reapplied every two hours if outdoors for a prolonged period of time (i.e. sports days, excursions, camp), or more frequently if involved in water activities.
  - Adequate time must be allowed for students to apply sunscreen before going outdoors
  - Bulk packs of sunscreen will be available in all classrooms
  - Parents will be required to supply the school with suitable sunscreen for their children should they have a skin allergy or other issue with the school supplied sunscreen
  - Sunscreen application will be encouraged before going out to recess, lunch or any outdoor activity between 10 am and 3 pm
  - Teachers will have in place a procedure or strategy to remind students to apply sunscreen at the appropriate time before going outdoors
  
- 4** Reinforcing the SunSmart message in all school activities and in general school procedures is an important strategy.
  - Staff will be encouraged to routinely role model appropriate SunSmart strategies in all school activities.
  - Skin cancer prevention will be included in the curriculum at each year level, particularly in Week 1 of the new school year
  - Staff will be encouraged to keep up to date with new information and resources through contact with Cancer Council SA

## **FORMS APPENDIX**

1. Health Support Documents Index
2. Procedure if Children is Unwell
3. Procedure in the event of minor injury
4. Procedure in the event of a suspected accident, incident or illness
5. Accident/Incident Report
6. Medical Agreement
7. School Managed Headlice Program – Student Consent Form
8. School Managed Headlice Program – Parent Volunteer Consent Form

## HEALTH SUPPORT DOCUMENTS INDEX

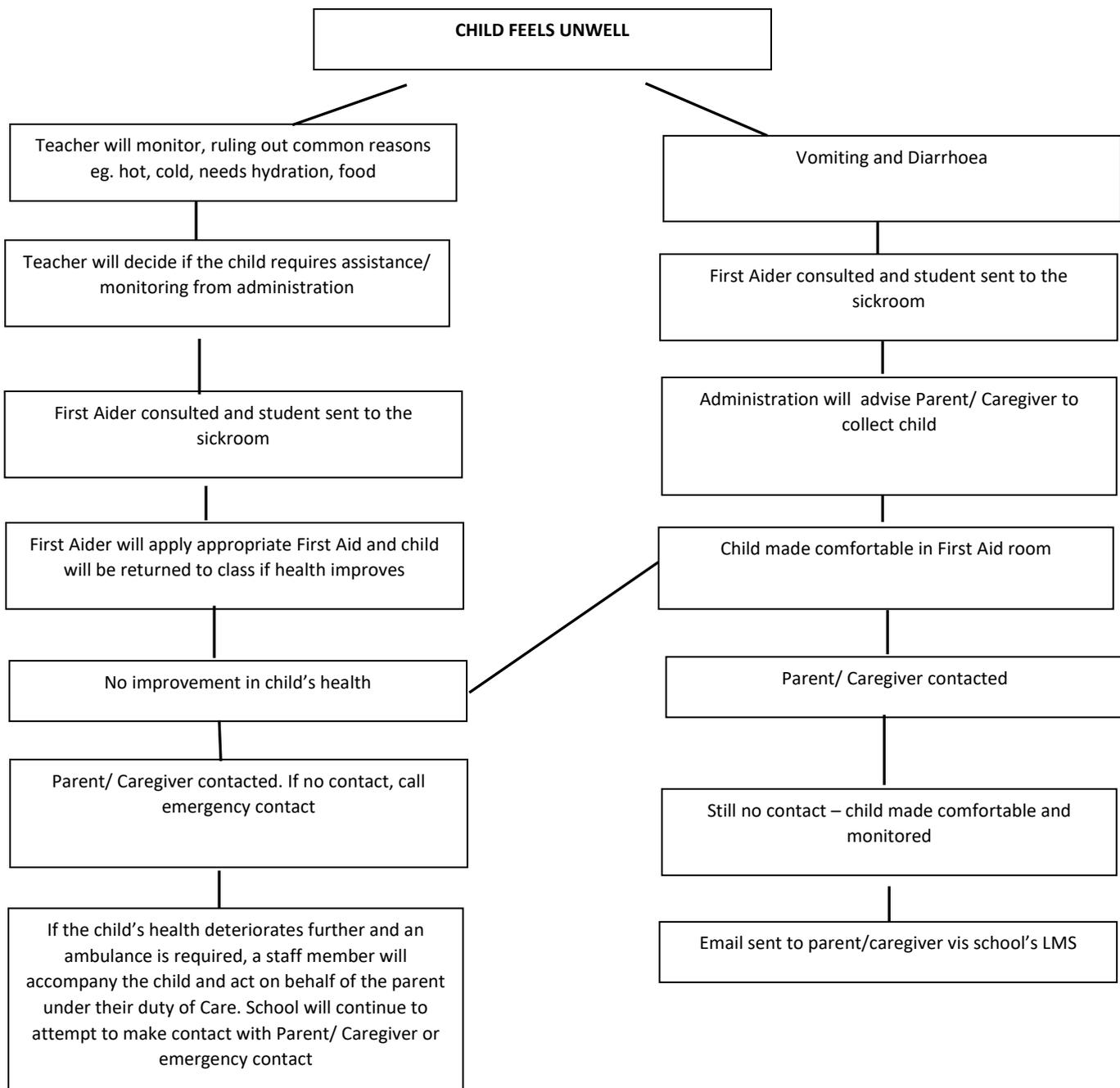
Appendix 1

This index is a guide to the health support documents which may need to be completed by Parents/Caregivers and health Care professionals outlining specific instructions for a child's medical needs which may include medication.

| Medical Condition        | Form                                       | Reviewed  |
|--------------------------|--|-----------|
| Anaphylaxis              | Anaphylaxis Care Plan                      | Annually* |
| Asthma                   | Asthma Care Plan                           |           |
| Diabetes                 | Diabetes Care Plan<br>(insulin injections) |           |
| Epilepsy                 | Seizures Care Plan                         |           |
| Headaches/ Migraines     | Medical information                        |           |
| Seizures                 | Seizures Care Plan                         |           |
| Severe Allergy           | Anaphylaxis Care Plan<br>(if appropriate)  |           |
| Skeletal or joint issues | General health information                 |           |

## PROCEDURE IF CHILDREN ARE UNWELL

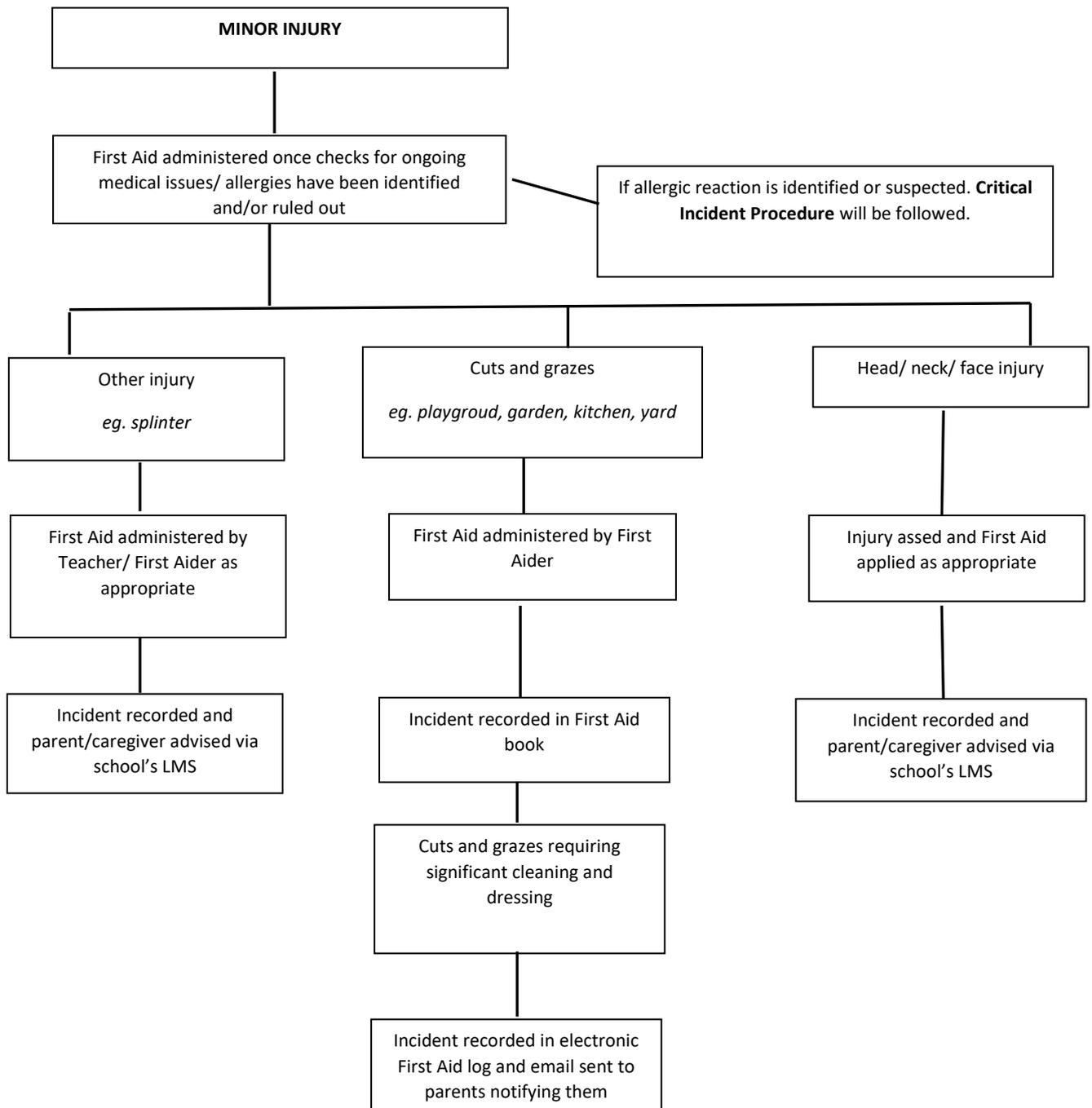
Appendix 2



## PROCEDURE IN THE EVENT OF MINOR INJURY

Appendix 3

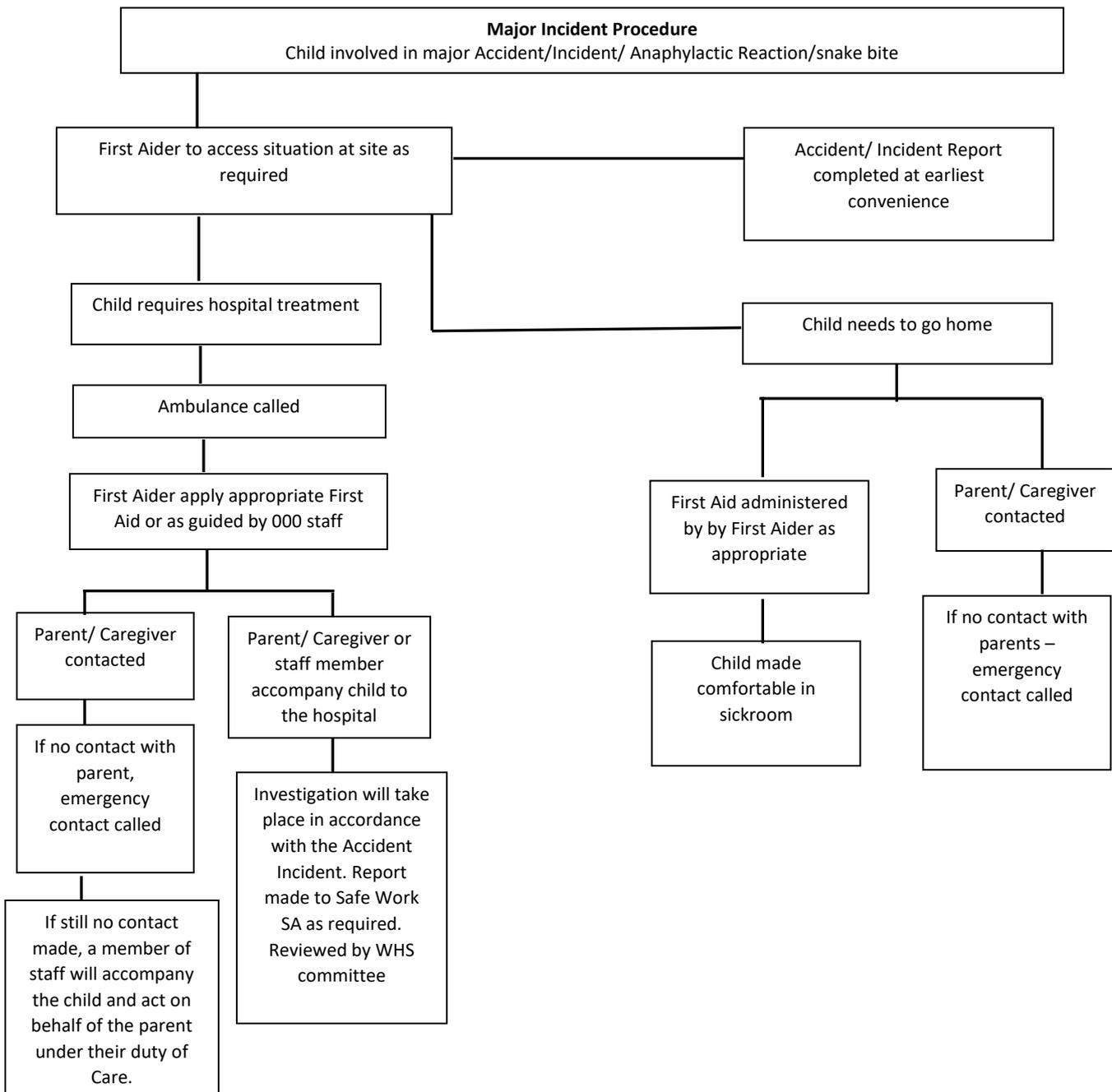
When a child reports an injury or an injury is witnessed (either by staff or student), the following procedures will be followed:



## PROCEDURE IN THE EVENT OF A SUSPECTED ACCIDENT, CRITICAL INCIDENT OR ILLNESS

Appendix 4

The following procedures will be followed:



## ACCIDENT/INCIDENT REPORT

Appendix 5

### INJURED PERSON

Student    Year Level: \_\_\_\_\_     Guest  
 Volunteer     Staff     Other: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

### THE INCIDENT

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ am/pm

Place: \_\_\_\_\_

Circumstances (how did it occur): \_\_\_\_\_

\_\_\_\_\_

Nature/extent of injury/incident: \_\_\_\_\_

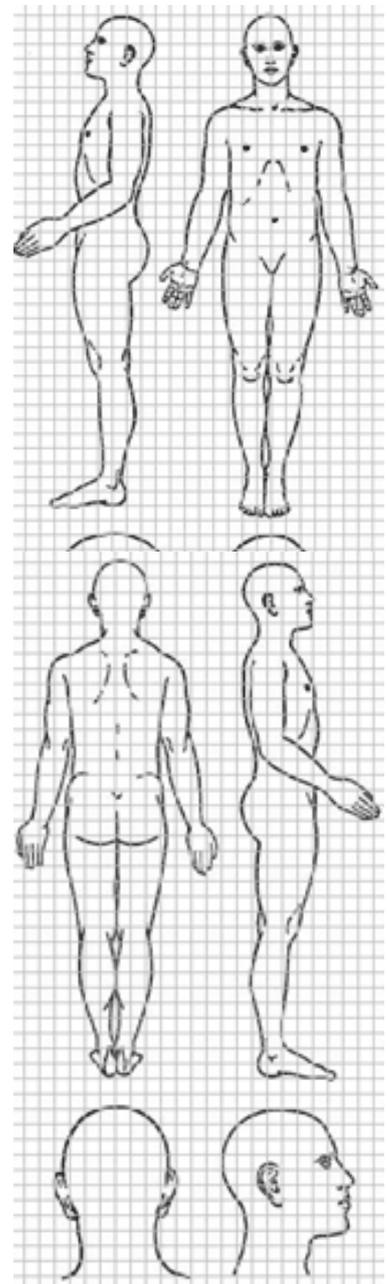
\_\_\_\_\_

Describe Treatment: \_\_\_\_\_

\_\_\_\_\_

Attended by: \_\_\_\_\_ Signature: \_\_\_\_\_

Using the diagrams on the right please indicate with a cross where on the body the injury occurred.



**WITNESSES**

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Statement completed  Yes  No Statement Attached  Yes  No

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Statement completed  Yes  No Statement Attached  Yes  No

**OTHER PARTIES NOTIFIED/CONSULTED**

Parent/Carer  Spouse  Workplace  Doctor  Hospital  Ambulance  Police  Other: \_\_\_\_\_

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**RISK MANAGEMENT & FURTHER CONSIDERATIONS**

1. Action taken to avoid a further accident/incident: \_\_\_\_\_

By Whom: \_\_\_\_\_ Date Completed: \_\_\_\_\_

2. To the best of your knowledge, do you believe this injury/incident could result in a Worker's Compensation Claim?

Yes  No

**PARENT/CARER ACKNOWLEDGEMENT** (if student involved)

I \_\_\_\_\_ have sighted this form and I am aware of its contents.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sighted by Principal: \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Government of South Australia

# Medication Agreement

for education and care

**CONFIDENTIAL**

This information is confidential and will be available only to relevant staff and emergency medical personnel.

The agreement section must be completed by a medical practitioner (GP or specialist), nurse practitioner, or pharmacist. Authorisation/Release must be completed by the parent or legal guardian, or the adult student.

The authorisation/release and agreement sections must be completed for the medication to be administered in an education or care setting.

This is a single medication sheet; use a separate form for each medication. All sections of the form must be completed.

Medication Agreements that are modified, overwritten or illegible will **NOT** be accepted.

|   |       |
|---|-------|
| UR / Client number:<br><small>(if relevant)</small> | _____ |
| Name  | _____ |
| Address   | _____ |
| DOB:  | _____ |
| <i>Fill in or attach the patient label</i>          |       |

**Allergies:**

| MEDICATION INSTRUCTIONS<br><small>(please print clearly)</small> |  | TIME  |
|--|--|---|
| Medication name <small>(include generic name)</small>            | Form <small>(liquid, tablet, capsule, lotion)</small>  | To be administered within ½ hour of specified time:   |
| Route <small>(topical, enteral, oral or inhaled)</small>         | Dose <small>(# tablets/ml)</small>   |   |
| Strength <small>(mg or mg/ml)</small>                            | Other instructions for administration <small>(when not appropriate to administer; how to administer i.e. with food; any changes to medication prior to administration i.e. crushing)</small> | Start date  |
|  |  | End date*<br><small>Medication Agreement ceases to be valid as at this date.<br/>* Leave blank if medication is continuing and complete Review Date section</small> |

**AGREEMENT** (completed by medical practitioner (GP or specialist), nurse practitioner, or pharmacist)

I agree the medication instructions as written above are appropriate for administration in the education or care setting

I authorise delegation to the WCHN Access Assistant Program/RN Delegation of Care Program (if relevant or required)

|  |                    |       |
|--|--------------------|-------|
| <small>(print name &amp; practice/hospital or stamp)</small> | Professional role  | _____ |
|  | Provider number    | _____ |
|  | Email or signature | _____ |
|  | Date               | _____ |
| Telephone  | _____              |       |

**AUTHORISATION AND RELEASE** (please print clearly)

- I authorise the medication as instructed above to be administered in the education or care setting
- I approve the release of this information to supervising staff and emergency medical personnel
- I understand the medication provided must have a pharmacy label that matches the information in the Medication Agreement or the medication will not be administered.

|   |   |
|---|---|
| Parent/legal guardian/<br>or adult student/client | _____                                     |
| First name <small>(please print)</small>          | Family name <small>(please print)</small> |
| Email or signature                                | Date                                      |

A Review Date is NOT an expiry date. Where a review date has expired the Medication Agreement will still be considered valid until an updated form is received. A Medication Agreement only ceases to be valid if the End Date is expired.

HSP151

MEDICATION AGREEMENT

Health Support Planning

## SCHOOL MANAGED HEADLICE PROGRAM – STUDENT CONSENT FORM

Appendix 7

Head lice continue to cause concern and frustration for Parents, teachers and children. Our Health Support Policy includes Headlice mitigation and the action we take to assist with treating and controlling head lice in a consistent and coordinated manner.

Whilst Parents have the primary responsibility for the detection and treatment of head lice, the best results for our school community will be achieved when we work in a cooperative and collaborative manner to assist all families to manage head lice effectively. The program goals include:

- Reduce the frustration and misinformation associated with head lice
- Decrease the concerns regarding head lice within the school community
- Protect families from misusing potentially harmful insecticide treatments
  - Promote regular home-based screening using a conditioner and comb method. The method used by the volunteer Parents to check your child’s hair will be ‘Dry’ checking without conditioner
- Please note no treatment will be undertaken at the school.

We invite you to include your child in our screening program, which runs once per term. If you would like to include your child/ren in our screening program, please complete the permission slip attached and return to the school.

If for reason of privacy reasons you would prefer the Administration staff to check your child, this can be arranged through the front office.

Thankyou for your cooperation and collaboration in tackling this issue for the good of all,

Principal

✂.....

I **give/do not give** permission for my child/ren to participate in the School-managed Head Lice Program at St Jakobi Lutheran School. (Please circle preferred option) Please date and sign below.

|                            |                     |
|----------------------------|---------------------|
| Child:                     | Grade:              |
| Parent/guardian signature: | Date: ___/___/20___ |

If you **do not** give permission for your children to participate in the volunteer School-managed Head Lice Program please fill in the agreement below and sign.

- I agree for Administration staff to undertake a thorough check of my Child hair on the scheduled day of the examination.

Signature: \_\_\_\_\_ Parent/Caregiver Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_