



# BRINKWORTH PRIMARY AND EARLY CHILDHOOD CENTRE



## HEALTH SUPPORT POLICY

### RATIONALE:

The educators at Brinkworth Primary and Early Childhood Centre are committed to supporting the health and wellbeing of all learners. An important part of this commitment is our Health Support Policy. We acknowledge that parents/guardians retain primary responsibility for their child's health care. This includes responsibility for providing accurate, up-to-date, relevant information for educators regarding children's routine and emergency health care needs. Learners will be supported to develop safe, self-management of their health care needs. This will occur with respect for the child's age and stage of development.

### THE GOALS OF THE HEALTH POLICY ARE:

To ensure all learners are provided with quality health care while at Brinkworth Primary and Early Childhood Centre. Educators will remain up to date with their first aid training and apply routine and emergency health care when necessary.

### FIRST AID

If a child becomes unexpectedly 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
- Inform parent / guardian (or emergency contact) if first aid might need follow-up at home or with a doctor (eg. Head injury, excessive nosebleed, or other agreed circumstances.)

***First aid given will be recorded on the first aid log in the front office.***

If students require first aid off site (eg. Excursions, camps, buses), staff will:

- Administer basic first aid with at least one staff member having completed HTLAID004
- Call an ambulance if needed and continue to administer basic first aid
- Inform parent / guardian (or emergency contact) if first aid might need follow-up at home or with a doctor.

PLEASE NOTE: Parents need to be aware that if an Ambulance is called for their child then the cost is the responsibility of the parents. An Ambulance may need to be called even if the emergency is not life threatening eg: broken arm when parents cannot be contacted.

First aid from classroom:

- Teachers can administer basic first aid using supplies in the first aid kits.
- If more first aid is needed child to be sent to front office.
- SSOs to administer first aid, record on office first aid log and contact parents if necessary. If parents are contacted SSOs to ensure teachers are informed promptly.

First aid from yard:

- Teachers can administer basic first aid using supplies in the first aid kits.
- If more first aid is needed child to be sent to front office.
- SSO or teachers to administer first aid, record on office first aid log and contact parents if necessary. If parents are contacted SSOs to ensure teachers are informed promptly.
- If there is a first aid or other emergency request help from the front office and staff room.

***All head injuries need to be reported to parent/guardian by phone or written note.***

### ROUTINE HEALTH AND PERSONAL CARE SUPPORT

Some learners may require assistance with their routine or emergency health and personal care needs. Before educators can assist with this, parents/guardians must provide written information from their doctor which outlines specific care needs. Forms for care plans are available from the front office for a range of health conditions and needs, including:

- 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).

The purpose of these 'Care Plan' forms is to ensure the site has information from the treating health professional relevant to the student's health, well-being, attendance, learning and care whilst onsite.

We can then write a 'Health support plan' for the child if deemed necessary or if any of the following are relevant:

- There are any individual first aid requirements, other than a basic first aid response.

- The child needs additional supervision for health-related safety.
- There is a predictable need for additional support with daily living tasks.

Health support plans' are written using the written information from the treating health professional, with discussion between educators and the parent/guardian.

It is the responsibility of the parent/guardian 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.

## **ASTHMA**

Learners 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. Educators can remind learners 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 asthma attack. The site has reliever medication for use in emergency situations only. Children with asthma are encouraged to carry their medication with them where recommended by a doctor. All other learners who require asthma medication must have puffers in the front office. All asthma puffers must have the pharmacist label, including the child's name, stuck on the puffer.

## **MEDICATION MANAGEMENT**

As much as possible, we encourage learners 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 while onsite, children will be supervised in managing this process themselves (where capable) or will be given the medication by front office educators.

- Medication must be provided in the original pharmacist container with directions on the label.
- The child's name must be on the original label.
- Medication must be stored safely and so needs to be taken to the front office and given to a front office staff member for storage in a secure locked cupboard. This should be handed from adult to adult. Children with asthma are encouraged to carry their medication with them where recommended by a doctor.
- Students must have a medication plan filled out by a doctor and the parent / guardian.
- A maximum of a week's supply is to be provided at any time (except asthma medication).
- It is the parent / guardian's responsibility to provide the required medication. Staff will fill in the medication log and will notify parents if students fail to take their required medication.
- A medication log will be filled out by the front office staff member supervising or giving the medication (or by the classroom teacher).

## **PROFORMAS OF:**

- Asthma care plan
- Health support plan
- Medication plan

## **STEPS IN HEALTH SUPPORT PLANNING**

### Parents/Guardians

1. Complete the enrolment form with accurate health / medical information.
2. Ensure the site has up-to-date information with parent / guardian emergency contact details and at least 2 other people for back-up emergency contact.
3. Request the relevant health care plan forms as needed for the child.
4. Have the Health care plan forms completed and signed by the treating medical practitioner, sign them as parent / guardian, and return to front office staff.
5. Work with Principal or Deputy Principal to complete a health support plan for the child if necessary.
6. Ensure all medication is delivered to the front office as needed, and that a medication plan is completed and signed by the doctor and signed by parent / guardian.
7. Update the medical information as necessary with forms completed and signed by the treating medical practitioner.

### Learners

1. Follow the health care plan, medication plan and / or health support plan agreed upon.
2. Take medication under supervision as stated in the medication plan.
3. Alert educators if unwell or feeling early warning signs stated in plans.

#### Front office staff

1. Check that any child with a medical / health concern on enrolment form receives the appropriate health care plan forms and parent pamphlet.
2. Check health care plan forms for doctor and parent signature.
3. Ensure you understand the care required if different from usual first aid, and share with all SSOs and class teacher.
4. File health care plan forms, medication plans and Health support plans with emergency contact cards (stapled together) as well as in the 'Medical Emergencies' folder. Copy also to go to class teacher and into child's file.
5. Follow health support plans, health care plans and medication plans as necessary.
6. Complete the First aid log each time first aid is given.
7. Complete the medication log each time medication is given.

#### Principal

1. Check any health issues at enrolment discussion.
2. Ensure correct forms are given and explain policy.
3. Complete Health Care Plans with parent / guardians as necessary.
4. Follow the attached 'Steps in health support planning'.
5. Principal to ensure NEP students have appropriate health support and health care plans as part of the NEP process.

#### All staff

1. Follow Health care plans, medication plans and Health support plans.
2. Send all medication (except for where students are encouraged to carry their medication with them as recommended by a doctor) to the front office – needs to be delivered adult to adult where possible.
3. Complete the first aid log each time first aid is given.
4. Complete the medication log each time medication is given.
5. Familiarise self with learners throughout school with severe health concerns (see Medical emergencies folder).

**DEVELOPED: July 2019**

**REVIEWED: 2021**