

# STUDENT HEALTH IN PUBLIC SCHOOLS POLICY



Effective: July 2023



## STUDENT HEALTH IN PUBLIC SCHOOLS POLICY

Freshwater Bay Primary School promotes culturally responsive approaches to strengthening student physical and mental health to maximise their engagement with teaching and learning. It does this in a way that builds shared responsibility for student health between schools, students, parents, and the broader community.

### Policy Rules

- Implement a whole school approach to promote student health
- Plan for medical emergencies
- Implement plans and processes to respond to the health needs of students

### Procedures

#### *A. Mental health*

Freshwater Bay promotes wellbeing by providing a connected, inclusive, and culturally safe environments. Whilst it is recognised principals and teachers are not mental health professionals, we implement strategies that strengthen student mental health literacy and promote student mental health. This includes implementing evidence-based social and emotional learning programs, alcohol and other drug prevention education, and the teaching of mental health resilience and wellbeing through the Health and Physical Education learning area, and personal and social capabilities.

#### *B. Healthy Food and Drink*

Freshwater Bay implements a whole school approach to healthy eating including:

- planning for the provision of healthy food and drinks with 'green' and 'amber' foods for educational activities, classroom rewards, school camps and excursions
- limiting the supply of 'red' food and drinks to small amounts and only when essential to the learning program.

These requirements apply to food and drink supplied or organised by the school. Parents and Citizens' (P&C) Association fundraising initiatives are exempt from the requirements, however, practices consistent with the promotion of healthy eating are strongly encouraged.

#### *C. Sun protection and heat management*

Freshwater Bay implements a whole school approach to promote sun protection (see sun protection policy). In the event of prolonged high temperatures, teaching and learning programs will be modified to protect students and staff.

#### *D. First Aid and First Aid Systems*

Freshwater Bay PS has a clearly defined plan to manage first aid, including risk assessments, provision for first aid training and first aid supplies, processes to administer first aid, communication and record keeping processes (staff only).

#### *E. Manage medical emergencies*

In a medical emergency, the principal organises medical attention for the student, makes appropriate transport arrangements if required, informs parents as soon as possible of actions taken, records all actions

taken, completes an online incident notification report if required and arranges a review of the event and support for staff/students if required.

#### *F. Administration of medicine*

The roles and responsibilities for the administration of medication will vary depending on student need. The administration of medication must be authorised by the parent and/or a medical practitioner, except in certain emergency situations, such as the administration of adrenaline injectors. The school:

- requires parents to provide information regarding long-term administration of medication in the student's health care plan
- requires parents to complete relevant documentation for the short-term administration of medication
- requires parents to provide any medication the student needs in its original packaging and the correct dosage
- maintains a record of all medication administered at school
- arranges for all medication to be stored appropriately

#### *G. Manage student health care*

Information about supporting students who are absent for extended periods due to ill health can be sought from the School of Special Educational Needs: Medical and Mental Health (staff only) in consultation with the Department of Health.

#### *H. Specific health conditions*

Freshwater Bay implements a whole school approach to promote effective hygiene including:

- access to soap and facilities for hand washing and drying
- explicit instructions to students for effective hand washing
- standard precautions for the control of infection used by school staff as a matter of routine
- the regular cleaning of environmental surfaces to reduce the risk of contamination
- informing students about reducing the spread of infection:

#### *I. Record Keeping*

Freshwater Bay maintains student health records in accordance with the Department's Records Management policy and procedures;

- uploads information from the Student Health Care Summary and management and emergency response plans into the Medical Details section of the School Information System (SIS), unless the parent specifies that the information is not to be shared
- retains signed, hard copies of all documentation including immunisation records on the student's school file
- reviews all student health records annually or when the student's health needs change (whichever occurs first)
- manages confidentiality of student health information including creating a confidential student file as required for psychologists' reports and risk management plans.

### FORM 3 - ADMINISTRATION OF MEDICATION

**This form is to be used when a parent/carer requests school staff to administer medication to their child on a short term basis.**

Note: Long term administration of medication should be incorporated in a health care plan.

School: \_\_\_\_\_ Year: \_\_\_\_\_ Form: \_\_\_\_\_

Students Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Family Contact Details Address: \_\_\_\_\_ Gender: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Section A: Medication Instructions – To be completed by parent/carer** (Note: Medication must be provided by parents/carers)

	Medication 1		Medication 2	
Name of medication				
Expiry date				
Dose/frequency – (may be as per the pharmacist's label)				
Duration (dates)	From : To:		From : To:	
Route of administration				
Administration Tick appropriate box	By self Requires assistance	<input type="checkbox"/> <input type="checkbox"/>	By self Requires assistance	<input type="checkbox"/> <input type="checkbox"/>
Storage instructions Tick appropriate box(es)	Stored at school	<input type="checkbox"/>	Stored at school	<input type="checkbox"/>
	Kept and managed by self	<input type="checkbox"/>	Kept and managed by self	<input type="checkbox"/>
	Refrigerate	<input type="checkbox"/>	Refrigerate	<input type="checkbox"/>
	Keep out of sunlight	<input type="checkbox"/>	Keep out of sunlight	<input type="checkbox"/>
	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>

Will staff need to be trained to administer your child's medication? Yes  No  If yes, describe the type of training the staff would require: \_\_\_\_\_

**Section B – Authority to Act**

This administration of medication form authorises school staff to follow my/our advice and/or that of our medical practitioner. It is valid for the specified time period as noted above.

Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date received: \_\_\_\_\_

Is specific staff training required? Yes  No : \_\_\_\_\_ Type of training: \_\_\_\_\_  
Training service provider: \_\_\_\_\_ Name of person/s to be trained: \_\_\_\_\_

Date of training: \_\_\_\_\_  
When this course of medication concludes, please retain this form in the student's school file.

