



# *Atlantis Beach Baptist College*

## **Student Health Policy**

Title of Policy/Procedure	<b>Student Health Policy</b>
Endorsed by	<b>Principal</b>
Reviewed	<b>October 2019</b>
Next review date	<b>October 2020</b>
To whom issued	<b>College staff</b>

# Student Health Policy

## 1. Introduction

The Student Health Policy describes the College population and the specific health needs of students. It identifies risks to the health of students and the associated risk management practices and risk mitigation strategies. The Policy identifies the roles and responsibilities of staff, student and parents directly involved in caring for the health needs of Atlantis Beach Baptist College students.

The College campus is located 30 minutes from the largest hospital facility in the northern suburbs. Joondalup Health Campus has both an emergency department, and an afterhours medical practice. A major St John Ambulance depot is located adjacent to the hospital.

## 2. Rationale

The College acknowledges:

- 2.1. Its legal obligations to provide a First Aid service for both staff and students.
- 2.2. Its responsibility to ensure that First Aid plans are developed so that First Aid can be provided to any student, member of staff or visitor to the school, during any school activity, either on or off the school grounds.
- 2.3. That College staff (teachers, administrators, canteen staff, relief staff and trainee teachers etc) have a duty of care to students. Moreover, that duty of care is greater than that of an ordinary citizen, in that staff are obliged to assist an injured student. The duty of care relates to our fiduciary duty, that is, to exercise the care a parent would exercise, and the need to promote student health and well-being so that students may fully participate in the College academic program. At any time, a student can have a health condition or care need that could impact on their attendance and participation in school. This can require short or long-term First Aid planning, supervision for safety, routine health and personal care support and occasionally management of complex medical care needs.
- 2.4. That early health care intervention is critical, especially in relation to a student with an identified health care need.
- 2.5. The need to provide College staff with professional development and procedures designed to better enable them to respond to the First Aid and health needs of students.
- 2.6. The need for additional support of those individuals involved in a serious First Aid incident. Refer to the *Emergency and Critical Incidents Policy*.

## 3. Definitions

- 3.1. First Aid means treatment and support provided to students who suffer injury or illness while at school or on an approved school activity. First Aid support in schools is the same as that provided in the wider community. It is provided in response to unpredictable illness or injury to:
  - preserve life
  - protect a person, particularly if the person is unconscious
  - prevent a condition worsening
  - promote recovery
- 3.2. First Aid Officer means a person who has been trained to a competent level that covers the College requirements and whose accreditation is current.
- 3.3. Standard Precaution means a work practice required to achieve a basic level of infection control.

- 3.4. Student Health Plan refers to the document which informs teachers and non-teaching staff of the special health care needs of a student.
- 3.5. *The Student Health Handbook* is designed to be used with The Health Policy. It contains detailed information to assist teaching and non-teaching staff in the delivery of First Aid and health care to students.

#### **4. General Principles Guiding the Implementation of the Policy**

- 4.1. The Policy shall be communicated to teachers and, where appropriate, non teaching staff, students and parents. Information regarding the location of the First Aid room will be communicated to students in the Student Organiser and orientation. Parents will receive information about The Policy at New Student Information evenings, in College newsletters, the Student Organiser and the College website.
- 4.2. Parents are required to provide the College with all relevant information related to the health needs of their child and parents/guardians remain primarily responsible for the health and wellbeing of their children. The information provided by medical practitioners and parents shall be communicated to other College staff on an as needs basis in a timely manner.
- 4.3. All information about a student's health and medical needs shall be treated with due sensitivity and care.
- 4.4. All key stakeholders involved in the care of a student requiring ongoing medical care should be involved in the development of that student's medical plan.
- 4.5. All College staff shall be offered ongoing training and professional development in First Aid.
- 4.6. The College will appoint First Aid Officers who will ensure that, should an injury or illness occur at work or school, students and staff have access to First Aid assistance.
- 4.7. Wherever possible, students should be supported to learn to take responsibility for the management of their own health and personal care needs in non-emergency situations. Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can often take responsibility for their own healthcare.
- 4.8. The Policy will undergo a regular review to determine the effectiveness of the policy and procedures. The review will be conducted by the Principals, First Aid Officers and where appropriate, the consultant doctor to the College. The Policy as reviewed will be ratified by the College Management Team. Should a major First Aid incident occur, the relevant aspects of The Policy will be reviewed as soon as possible after the event to determine whether procedures in The Policy were followed and whether they were adequate in the circumstances.

## **5. Student Health Care Information**

- 5.1. When applying for enrolment of their child at the College, parents agree to disclose any professionally diagnosed medical conditions or impairments which may require special care for the student or adjustments to the student's school program.
- 5.2. Parents are required to update their child's medical information and emergency contact information each year by completing the Family Information Update Form.
- 5.3. All medical information will be entered onto the synergetic data base and will appear for teachers on class lists on Teachers Assistant.
- 5.4. Students with priority medical needs will have an icon adjacent to their name on the class list. When the teacher clicks on the icon they will be alerted to the medical condition and the Student Health Plan in place. Medical information will be updated when received.
- 5.5. Principals will alert College staff by email, to the special medical needs and the Student Health Plan for a student. The Student Health Plan will be entered on Seqta.
- 5.6. College staff must only discuss a student's health and medical needs in a professional forum and for the express purpose of providing excellent care for that student.
- 5.7. The College can only discuss a student's health care needs with, or provide information about a student to, that student's parent(s) or legal guardian, unless both parents have provided written approval, or there is a court order, giving another person (for instance a new partner of either parent) the right to be so informed.

## **6. Roles and Responsibilities**

Staff at the College will act, according to the duties assigned to them, to provide students with the highest level of health care appropriate to the College's role. Refer to the *Student Health Handbook*.

## **7. Professional Development and Training**

- 7.1. First Aid training is offered to all staff once a year by accredited service providers (eg Royal Life Saving Society of Australia or St John Ambulance).
- 7.2. Professional development and training will be provided to staff in order to meet specific student health needs not covered under basic First Aid training, such as managing asthma or anaphylaxis.
- 7.3. A minimum standard of training will be set for staff identified by the Dean of Students as having special duties, or being responsible for the care of students in remote locations or adventure activities (eg Outdoor Education excursions, camps, Cadets etc).
- 7.4. Students involved in adventure activities as part of certain College programs will be required to complete First Aid training. This includes Senior First Aid training for Outdoor Education students and members of the State Emergency Service Cadets.
- 7.5. Where necessary, relevant school staff (those involved with excursions and specific educational programs or activities) will complete additional training modules to further equip them to accommodate the health needs of students, such as for asthma management and administration of EpiPens.
- 7.6. The type and level of First Aid training required will vary according to the responsibilities and duties of individual teachers and the activities undertaken. The Principals will identify the training needed by staff and will take into account factors such as the nature of the activities and their location, potential hazards and risks and previous accidents and injuries.

## 8. Student Health Plans

- 8.1. Parents/legal guardians will be informed of the College policy for Student Health Plans prior to their child commencing at the College. Information is provided at New Student Orientation evenings, in the New Student Information Package and on the Application for enrolment.
- 8.2. A Student Health Plan should be developed by the Principals in consultation with the First Aid Officer and the parent/legal guardians of the student concerned and the student, where the student has attained the appropriate age and understanding. Where appropriate, professional medical advice should be sought to complete the Plan.
- 8.3. A Seqta Report with Student Health Plans must be consulted by the Teacher in Charge prior to all excursions, tours and camps.
- 8.4. Student Health Plans should be reviewed at the commencement of each year or if there is any significant change in the student's medical condition. At any time, the Principals may request updated medical advice for a student.
- 8.5. All key stakeholders with a duty of care to a student with ongoing medical care needs are to be involved in the development of a Student's Student Health Plan. If the development of a Student Health Plan is delayed for any reason, the College may decide to put in place an interim support plan outlining an interim strategy.
- 8.6. Once completed the Student Health Plan will be entered on the College's database, Synergetic and reflected on Teachers Assistant under Student Plans.
- 8.7. Should the Student Health Plan include notification of the student's propensity toward anaphylaxis, the [Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](#) Action Plan for Anaphylaxis must be completed.
- 8.8. The Student Health Plan is to be completed and signed by the student's medical/health practitioner, in consultation with the student's parent/carer, and a copy provided to the College.

For further information, refer to the *Student Health Handbook*

## 9. First Aid Officers

- 9.1. Only College staff with appropriate and current qualifications obtained from a nationally recognised First Aid training provider, may be appointed as First Aid Officers. Staff will be selected on the basis of their qualifications and their availability to perform the duties of a First Aid Officer. First Aid Officers must fulfil their responsibilities and maintain their current qualifications in order to continue in their appointment. The appointment may be as part of their employment contract or a short term arrangement for a camp, excursion or co-curricular activity.
- 9.2. All First Aid Officers must be in possession of a current First Aid certificate prior to commencing their duties, irrespective of other medical or nursing qualifications they may possess.
- 9.3. College employees designated as First Aid Officers and who perform First Aid duties in the course of their employment, are protected by law should legal action be initiated, provided they have acted responsibly, within their level of competence and followed established policies and guidelines and with proper motive.
- 9.4. If in the absence of the First Aid Officer, another member of staff provides First Aid to a student or staff member in the course of their employment, that employee is protected by law should legal action be initiated, provided they have acted responsibly, within their level of competence and followed established policies and guidelines and with proper motive.
- 9.5. At least one First Aid Officer will be located in the Primary school and one in the Secondary Student Services reception on designated school days.

- 9.6. A First Aid Officer will be available to provide First Aid service to students from 9am to 2.45pm and will attend to emergencies from 8am to 4pm each day.
- 9.7. During all College approved camps and tours, at least one staff member will be appointed as the First Aid Officer and will assist any injured or ill person. Where possible, only the First Aid Officer will provide First Aid, however in an emergency situation, other staff may be required to assist within their level of competency.

## **10. Administration of Medication to Students**

At times, a parent may request that the College takes possession of and administers medication (eg ADHD medication) to their child. In such circumstances the Principals will complete a Student Health Plan. The Student Health Plan must be accompanied by an Authority to Administer Medication form. Refer to the *Student Health Handbook*.

An Authority to Administer Medication Form will ideally be completed by the student's medical/health practitioner for students requiring medication to be administered at school. If advice cannot be provided by the medical/health practitioner, then the student's parents/legal guardians should complete the form. This form is not required for students with:

- Asthma medication, as information about medication required at school should be provided on the Asthma Foundation's School Asthma Action Plan.
- Anaphylaxis, as information about medication required at school should be provided on the ASCIA Action Plan for Anaphylaxis.

An Authority to Administer Medication:

- shall be entered on Seqta and will appear on TeachersAssistant
- may allow for a student of appropriate age, self-administering their medication under the supervision of the First Aid Officer
- should specify the medication, dosage, time taken and the name of the First Aid Officer in attendance.

On each occasion that medication is administered to a student, an entry will be placed on the Medical Record Form or the back of the Individual student's camp/excursion/tour permission form. Refer to *Student Health Handbook* for further information on the Administration of Medication.

### **Analgesics**

- 10.2. Analgesics eg, Panadol and Nurofen or equivalent, are a medication rather than a First Aid item and must not be administered to students without the prior permission of parents/legal guardians on camp/excursion/tour permission forms. At College analgesics must only be administered from the First Aid room and should not be available without the supervision of a First Aid Officer. Verbal permission from parents by phone must be obtained prior to administering analgesics.
- 10.3. Nurofen and other anti-inflammatory medications will not be administered without a completed Authority to Administer Medication form from a parent/care giver.

## **11. Infection Control**

Standard precautions for infection control and safe work practices are relevant to many diseases and should be applied generally. Copies of the Standard Precautions for infection control should be placed in all first-aid kits and be prominently displayed for the information of all staff. Refer to *the Student Health Handbook*.

### **Needle Disposal and Needle Stick Injuries**

Under no circumstances should students or staff be asked or encouraged to pick up needles/syringes. All needles must be disposed of using the approved Secure Disposal Sharps Container located in the First Aid room. If an approved disposal container is not available then use a hard-walled container. Do not use glass bottles as they can break.

The procedures for the safe disposal of discarded needles and syringes are outlined in the *Student Health Handbook*. Should a First Aid Officer or other member of the College staff or a student be exposed to a possible needle stick injury, immediate action must be taken to lessen the risk and determine if contamination has occurred. Refer to the *Student Health Handbook*.

### **Transmission of Public Health Pests and Infectious Diseases**

The Department of Health has resources available that provide useful information on the prevention and control of public health pests such as head lice, scabies etc.

[www.health.wa.gov.au](http://www.health.wa.gov.au). The Department of Health has set out a School Exclusion Table which outlines the minimum period of exclusion from schools for infectious diseases.

### **Pandemic Procedures**

In the event that the Department of Health issues pandemic warnings to schools, the Principals, in liaison with other members of the College Management Team will initiate the College pandemic procedures. Refer to the *Student Health Handbook*.

## **12. Visits by State Government Health Services**

The Department of Health acts to support student health in the following ways.

- 12.1. The Department of Health will liaise with the Principals to administer student immunisation programs and distribute information promoting immunisation to parents. On such occasions, the College Management Team will be notified and students will not participate without the prior written approval of a parent/legal guardian.
- 12.2. A community health nurse, assigned to the Primary school by the Department of Health, conducts regular visits to the school and is available to conduct professional development sessions with staff.

## **13. Protection from Solar Radiation**

College guidelines for protecting students from the harmful effects of the sun will be outlined in the Sun Safe Policy and shall be:

- 13.1. Embedded in planning documents for all camps, excursions, tours, sporting events and class activities.
- 13.2. Promoted to students and parents via the Student Notices, Orientation evenings, eNewsletter and Health and Physical Education curriculum annually.

## **14. First Aid Interventions**

Emergency First Aid Plans are contained in *the Student Health Handbook* and the Emergency and Critical Incident Management Plan. The following should be considered when administering First Aid to students:

- 14.1. In the case of serious injury or illness, the teacher is not required to diagnose or treat the condition apart from carrying out the appropriate First Aid procedures, within the limits of their skill, expertise and training. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioner in attendance.
- 14.2. First Aid Officers and other staff involved in the delivery of First Aid to students should implement rigorous hygiene and infection control procedures. Standard precautions for infection control and safe work practices are relevant to all First Aid situations and should be applied universally.
- 14.3. A First Aid Officer attending to an injured or ill student must remain with them until no further treatment or assistance is required, or until the person is handed over to the ambulance or other medical personnel, or a parent/legal guardian. The First Aid Officer must ensure continuous close supervision of all students requiring First Aid, whether the student is being treated inside the First Aid rooms or at any other location.

#### **College Excursions and Sporting Events, Camps and Tours**

- 14.4. For overseas/interstate tours and outdoor adventure activities, a participating staff member who holds a current First Aid, Wilderness First Aid certificate will be appointed as the First Aid Officer.
- 14.5. Where student only excursions under approved schemes such as the Duke of Edinburgh Scheme are conducted in association with the College, at least one participating student should hold a current First Aid certificate and carry a First Aid kit.
- 14.6. The *Student Health Handbook* contains specific information relating to procedures and resources available for the delivery of First Aid.

#### **15. Record Keeping and Confidentiality**

- 15.1. Accurate records must be kept of all treatments administered to students. Information recorded should include the student's name, nature of complaint, treatment, date and time of treatment and signature of the officer administering First Aid. Such records must be kept secure and confidential.
- 15.2. Student health information should be professionally managed. Confidentiality must be preserved when handling documents (eg they are not to be left on tables or where others can read them). Highly sensitive information will not be entered on Teachers Assistant. A report will be filed in the Student's Active file and a tracking note made on Teachers Assistant.
- 15.3. A private interview room is available in the Secondary Student Services offices for the discussion of sensitive issues.
- 15.4. All records including the Daily Record sheet, Accident Report forms and Student Medication logs are to be kept in a locked cabinet while not in use.

#### **16. Related College Documents**

Duty of Care for Students  
Emergency and Critical Incidents Management Plan  
Excursions, Incursions and Camps Policy  
Student Health Handbook  
Interstate and Overseas Tours Policy

#### **17. Relevant Legislation**



State Government Acts/Regulations

School Education Act 1999

Equal Opportunity Act 1984

Public Health Act 1911 and 2008

Occupational Safety and Health Act 2008

School Education Act 1999 and Education Regulations 2000

Privacy Act 2014

Australian Government Acts/Regulations

Disability Discrimination Act 1992

Disability Standards for Education 2005