

Fairview Park Primary School



Health Support Policy

First Aid

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

- administer basic first aid
- contact the front office
- get front office staff to 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 nose bleed or other agreed circumstances). This will be via a phone call or yellow sticker in the student's diary/communication book as appropriate.

First aid in classroom

- Staff can administer basic first aid using supplies in their classroom.
- If more first aid is needed, the student is to be sent to front office.
- SSO's administer first aid, record on office first aid log and contact parents with sticker or phone call for a serious injury. If families are contacted, SSO's inform class teachers.

First aid in yard

- Teachers can administer basic first aid using supplies in their first aid bags.
- If more first aid is needed child to be sent with a red cross to the front office.
- SSO's to administer first aid, record on office first aid log and contact families as necessary. If families are contacted, SSO's teachers inform class teachers.

First aid off site (eg excursions, camps, buses) staff will:

- administer basic first aid
- 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
- first aid given will be recorded on the first aid log in the sickroom.

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

Routine Health and Personal Care Support

Some students may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents/guardians must provide written information from their doctor or specialist 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 that the school has information from the treating health professional relevant to the student's health, well-being, attendance, learning and care at school. We can then write a 'Health Support Plan' for the child if deemed necessary by the school or if:

- 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 school staff 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 or **at least annually**.

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. Staff can 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 asthma attack. Children with asthma are encouraged to carry their medication with them where recommended by a doctor. All other students who require asthma medication must have puffers in the front office. All asthma puffers must have the pharmacist label, including the student's name, stuck on the puffer.

Nut Allergy Awareness and School Management

Our school is a 'nut free' site as several students at our site have a known, documented, life threatening allergy to nuts (anaphylaxis).

Families are:

- asked not to send food to school that contains nuts. This includes peanut butter and nutella.

Students are:

- encouraged to adopt hygienic practices and wash their hands before eating
- encouraged not to share food

Staff :

- are supported to attend First Aid training
- are given photographs and details of students with documented medical needs in roll folders, duty bags and temporary relief teaching folders
- supervise students eating lunch before they go into the yard to play.

Canteen Staff & Volunteers :

- comply with our site practices.

Medication Management

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, straight after school, and bedtime. If prescribed medication needs to be taken at school, students will be supervised in managing this process themselves (where capable) or will be given the medication by front office staff.

- Medication must be provided in the original pharmacist container with directions on the label.
- The student'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 authority**' to be completed by the authorised prescriber and the parent/guardian.
- A maximum of a week's supply is to be provided at any time (except asthma medication).
- It is parent/guardian 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).

Promotion and Awareness

Our site policy will be promoted by:

- information in the school newsletter in Terms 1 & 3 or as required
- letters home to all families at the start of the year requesting details that include health needs
- new families being advised of School Policy on enrolment and in the Family Handbook for the
- Pre-school and school
- Governing Council endorsement
- staff being involved in required training and via staff meeting information sharing
- leadership staff contacting families who do not follow the School Policy.

Updated February 2010

Endorsed by Governing Council March 2010