



# STUDENT HEALTH POLICY

---

<b>Topic:</b>	<b>STUDENT HEALTH POLICY</b>
<b>Document Type:</b>	Policy
<b>Responsible:</b>	Principal/Director Early Intervention
<b>Location:</b>	S:\General Shared\Policies
<b>Approved by:</b>	Chief Executive Officer
<b>Review Date:</b>	3 years from policy approval date

---

## 1. OBJECTIVE

The objective of this document is to set out the Student Health Policy for all staff who are employed by Telethon Speech & Hearing Centre for Children WA (Inc) (the 'Centre').

The Centre promotes student health, manages student health care needs and identifies and minimises health risks, within the context of the school's resources and the assistance available from specialist services.

---

## 2. PURPOSE

The purpose of this document is to provide Centre staff with necessary information to promote and maintain the health and wellbeing of all students.

Health care provision includes:

- promoting the health, safety and welfare of all students;
- managing the health care needs of students who require health care support while under the Centre's supervision;
- informing and preparing staff to manage student health care needs, and respond to health emergencies; and
- providing staff with access to advice, resources and training when planning to meet the health care needs of students

The Centre provides staff with access to advice, resources and training when planning to meet the health care needs of students.



# STUDENT HEALTH POLICY

---

## 3. SCOPE

This policy applies to all staff employed by Telethon Speech and Hearing Centre for Children WA (Inc) including teachers, teacher assistants, specialist staff, administration staff and technical officers.

Staff located in Outpost locations, need to familiarize themselves with the Student Health Policy that is in place at their workplace location.

---

## 4. POLICY

All Centre teaching staff will be required to have a current Senior First Aid Certificate, with the long term objective being that all TSH staff have a Senior First Aid Certificate.

### 4.1 IDENTIFYING STUDENT HEALTH CARE NEEDS

On enrolment with the Centre it is a requirement that the child's parent / caregiver complete the following forms:

- Completes Case History form
- Completes Medical Alert Information form
- Provides a record of their child's immunisation history

Student health care summaries provide an overview of a student's health needs, planning requirements and emergency contacts.

### 4.2 MANAGING STUDENT HEALTH CARE

If support is required, the Principal / Director - Early Intervention will:

- Ensure that parent / caregiver completes the Medical Alert Information form or provides an alternative plan from their child's medical practitioner
- Advise staff of their student health care responsibilities
- Arrange training for staff to manage the health care conditions or needs of students and / or
- Implement student health care plans

### 4.3 MANAGING STUDENT HEALTH CARE RECORDS

When managing a student's Health Care Records the Principal / Director Early Intervention will:

- Maintain student health records in accordance with the Centre's Records Management policy



# STUDENT HEALTH POLICY

---

- Retain signed, hard copies of all documentation on the student's school file
- Review all student health care records annually or when the student's health needs change and
- Manage confidentiality of the student health care information

## 4.4 MEDICAL EMERGENCIES

In a medical emergency, staff member will:

- Organise medical attention for the student; and
- Make appropriate transport arrangements.

Staff providing assistance during a medical emergency, will:

- Promptly record all actions taken; and
- Inform parents and the Principal / Director Early Intervention of the actions taken.

## 4.5 ADMINISTRATION OF MEDICATION

Principal / Director Early Intervention will:

- Maintain a record of all medication administered at the Centre; and
- Request parent/caregiver to provide relevant information regarding long-term administration of medication in the student's health care plan. r complete the Permission for Medical Treatment Form for short-term administration of medication.

Parent / caregiver will

- Physically hand the medication to a staff member and it will be stored in a child-proof container (a separate container is kept in the fridge for medication which will need to be refrigerated).
- Medications must be provided in their original container, with the child's name, instructions and expiry date clearly visible.

## 4.6 MANAGING SPECIFIC HEALTH ISSUES

### 4.6.1 STUDENT IMMUNIZATION

The Principal / Director - Early Intervention will:

- Provide information regarding the immunisation record of any student to the Department of Health on request.



# STUDENT HEALTH POLICY

---

## 4.6.2 PREVENTION OF INFECTION

The Centre is committed to

- A clean and hygienic environment.
- An environment which provides infection control methods to minimise the spread and risks of infectious diseases and illnesses in children, staff, and any other persons in attendance at the Centre. See Infection Control Policy.

## 4.6.3 COMMUNICABLE DISEASE MANAGEMENT

If a student or staff member has a communicable disease, Principal / Director - Early Intervention will take action in accordance with the advice provided by the Department of Health in managing communicable diseases.

If the communicable disease is notifiable, Principal / Director - Early Intervention will:

- Report the matter to the local Public Health Unit and seek their advice before taking any further action; and
- Act in accordance with advice provided by the local Public Health Unit staff.

## 4.6.4 ANAPHYLAXIS

The Principal / Director Early Intervention will:

- Request parent/caregiver to provide an Australasian Society of Clinical Immunology and Allergy (ASCI) Action Plan for Anaphylaxis that has been completed by the student's medical practitioner;
- Request parent/caregiver to provide a complete EpiPen kit whilst their child is present at the Centre
- Arrange for the staff responsible for first aid and any additional staff who are willing to be trained, to participate in the certified Anaphylaxis Training Program.
- Verify that all students diagnosed with anaphylaxis have their prescribed adrenaline auto-injector available at all times;
- Ensure that a current 'use-by-date' adrenaline auto-injector for emergency use to be included in the first aid kit when staff have completed certified anaphylaxis training.
- Establish the processes for an appropriate emergency response in an anaphylaxis emergency;
- Establish a process for reviewing anaphylaxis events to identify if there are strategies that could be implemented to reduce the likelihood of future adverse events; and
- Implement school processes to:
  - minimise the risk of exposure to known allergens for those students identified as being at risk; and



# STUDENT HEALTH POLICY

---

- inform staff and all other persons having contact with students about the students at risk.

## 4.6.5 HEAD LICE

The Principal / Director Early intervention will:

- Notify parent / caregivers of the child who is infected.
- Child is collected by parent / caregivers
- Information on treatment is provided.
- Inform parent / caregivers of other class members and request parents/caregivers to be vigilant regarding their own child.

## 4.6.6 SUNCARE PROTECTION

See Sun Protection Policy.

---

## 5. FORMS / DOCUMENTATION

Staff can access the following information via the Principal / Director - Early Intervention:Case history Form

- Permission for Medical Treatment Form
  - Asthma Care for Students (AISWA)
  - Medic Alert Information Form
  - Sun Protection Policy
  - Infection Control Policy
- 

## 6. POLICY UPDATES

This policy may be updated or revised from time to time. The Centre will notify all staff each time the Policy has been updated. If you are unsure whether you are reading the most current version, you should contact the CEO, Principal or Director – Early Intervention

Originated	Version 1	June 2011
Updated		
Updated		
Updated		