

**KESC Whole
School Medical
Guidelines**

KOORANA ESC STUDENT HEALTH POLICY

RATIONALE

In accordance with the Department of Education's *Student Health Care in Public Schools* policy and procedures document (last updated 9 February 2021) Koorana ESC's Student Health Policy aims to make provision for:

- promoting student health,
- supporting student health care needs,
- identifying and minimising health risks within the context of the schools' resources, and the assistance available from specialist services.

RESPONSIBILITIES

Principals will:

- obtain information from parents about their child's health care needs.
- respond to the health care needs of students
- develop plans for medical emergencies
- develop and implement school procedures and practices to manage specific health issues.

Parents will:

- complete Student Health Plans and Medical Request forms stating the type of medication to be administered; dosage given and time that medication must be administered.
- maintain the supply of medication. Prescribed medication must be in original container or in medical container with details of patient's name, name of medication, dosage and time of administration clearly printed by doctor or pharmacist, and is to be delivered to the office.

RECEIVING MEDICATION FROM PARENTS/CAREGIVERS FOR STUDENTS

All medication will be receipted by office staff, and then placed in labelled individual student container in locked medical cabinet in Administration block (except for asthma puffers which may stay in the student's bag, provided students have an Asthma Plan).

NON-PRESCRIPTION MEDICATION

Any medication for short term use whether prescribed or not will require the parent to complete documentation. It is the responsibility of the parent/caregiver to notify school staff if a student is taking non-prescribed medication.

Minor Analgesics

Analgesics are non-prescribed pain suppressants (eg. aspirin and paracetamol) and can have undesirable side effects. Aspirin must **never** be administered to students without medical practitioner's written instruction because of the possibility of the development of Reye's Syndrome (a potentially fatal disease of childhood).

Asthma

Children may self-administer their own puffers (eg, Ventolin) when required. For severe asthmatics a spare puffer may be supplied by the parents and kept in the medical cabinet in case of an emergency. Spare Puffers and Spacers will be kept in the medical cabinet (for emergencies).

PRESCRIBED MEDICATION

The potential hazards involving misuse of any drug or medication can be severe. When parents/caregivers believe that a child has the capacity to self-administer medication, school staff still need to supervise this and sign that medication has been taken. Other than asthma puffers, students are not to carry medication on their person or in their bag at school. All medication must be handed to the office, and securely stored in the medical cabinet. While school staff are not expected to administer prescribed medication or treatments which require specialist training, such as giving injections, staff who volunteer to take on this role will be provided with additional training so that they may support the health needs of that child in the school setting.

ADMINISTRATION OF MEDICATION

All medication will be stored in a locked medical cabinet in Administration Block. Each child will have an individual container with a label which details, their name, the name of the medication, the dosage and the time for medication to be taken.

All medication administered is recorded on a Form 12 in the Medication File, which is stored in the locked medical cabinet.

Two members of staff will ensure that the 6Rs of safe medication administration are being followed;

- Right student
- Right medication
- Right dose
- Right time
- Right route
- Right documentation (with provision for one staff member to sign and the other to initial as a check)

HEALTH RELATED ABSENCES FROM SCHOOL

At KESC we will ensure that chronically ill students are provided with ongoing engagement and participation in an appropriate education program. Staff make regular contact with families to ascertain reasons for student absences that remain unexplained and have the opportunity to discuss the suitability of providing work while at home.

MEDICAL EMERGENCIES

In a medical emergency, staff at KESC will:

- Code blue is called and Medical Response Team will attend.
- organise medical attention for the student;
- make appropriate transport arrangements if required (this may include calling out an ambulance, if parents request cancellation of the ambulance, this should not be done until the parent is on the scene and the student is handed into their care);
- inform parents as soon as possible of actions taken;
- promptly record all actions taken;
- complete an online incident notification report if required; and
- arrange a review of the event and debriefing and support for staff/students if required.

PREVENTION OF INFECTION

At KESC we implement practices to promote effective hygiene to minimise the risk of spreading infection. Our students are explicitly taught;

- effective hand washing technique;
- coughing and sneezing etiquette; and
- not to share eating and drinking utensils

High contact surfaces are cleaned regularly, and a cleaning schedule is followed for toys and other items shared by children.

HEAD LICE

When a student is found to have head lice the following will be enacted;

- the child will be socially distanced from their class mates to prevent the spread to others;
- the parent/caregiver will be contacted to pick up their child and advised to commence treatment, in the event that the parent cannot pick the child up, then alternative activities, that keep the child away from close contact with others will be provided;
- a note will be sent home to all students in KESC to advise parents to check their child for head lice, providing treatment options and information.

Once treatment has commenced and all live lice are dead or removed, then there is no reason to exclude a student from school.

SUN CARE

As a SunSmart school KESC has a detailed SunSmart Policy which covers this area of student health.

COMMUNICABLE DISEASE MANAGEMENT

Guidelines for how to deal with communicable disease, including exclusion periods and advice on which diseases are notifiable is provided by the Health Department.

ANAPHYLAXIS

At KESC we have a whole school approach to the prevention and emergency management of anaphylaxis including;

- identification (students will have an ASCIA emergency action plan)
- prevention/environmental factors
- staff education and training
- access to treatment including additional adrenaline auto-injectors in our first aid kit.

SCHOOL EXCLUSION PERIODS

If your child is unwell or has an infectious condition, you may need to keep them home from day care or school to stop it from spreading. The following link provides an updated list of common childhood illnesses and their recommended exclusion periods. In some cases, the school may require you to keep your child at home.

<https://www.healthdirect.gov.au/school-exclusion-periods>

The information from the site above can also be found at the end of this document.

STAFF AND STUDENTS BEING SENT HOME FROM SCHOOL

If any staff member or student attends school unwell, they will be sent home. Symptoms of illnesses listed on the health direct website listed above or on the following pages are reasons students will be sent home.

A fever is a symptom of many illnesses. A fever is a temperature of 37.8°C or higher and a fever is one of the ways the body fights infection. It can develop slowly, over a few days, or the fever can rise very quickly. If your child has a fever of 37.8°C or higher they will be required to be picked up from school until they are symptom free. Koorana Education Support Centres Medical Response team and/or administration staff will confirm a fever before a student is sent home.

Our priority is keeping all students safe and healthy at school. For the health and safety of every student and staff member, please keep your child home if they are unwell. We also require you to have your emergency contact numbers up to date. If your child is unwell, we need to be able to contact someone on that list to pick up the unwell student in a timely manner.

REVIEW

The school Medical Policy will be reviewed annually to conform to the policy directions of the Department of Education of Western Australia.