



# PORT AUGUSTA SPECIAL SCHOOL

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Government  
of South Australia  
Department of Education  
and Children's Services

## STUDENT HEALTH AND PERSONAL CARE MANAGEMENT POLICY

Port Augusta Special School is committed to supporting the health and well being of all students. An important part of this commitment is our student health and personal care policy. We acknowledge that parents / caregivers retain primary responsibility for their child's health care. This includes responsibility for providing accurate, up to date relevant information to staff regarding their child's routine and emergency health care needs. Students will be supported to develop safe, self-management of their health care needs. This will occur with respect for the student's age and stage of development.

### 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 / caregivers must provide written information from their doctor which outlines specific care needs. Forms are available from the front office and will also be sent home at the beginning of each year. It is the responsibility of the parent / caregiver to ensure all appropriate forms are completed and returned to the school. Forms for care plans available from the front office cover a range of health conditions and needs including:

- General health information
- Epilepsy
- Asthma
- Diabetes
- Anaphylaxis (severe allergy)
- Continence
- Mealtime management
- Transfers and positioning

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**.

If deemed necessary a Health Support Plan will be written if the following are relevant:

- There are any individual first aid requirements, other than basic first aid responses
- 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 a 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

## FIRST AID

In an emergency at school, all staff are trained to administer emergency first aid. Emergency services and student home contacts will be notified as required.

**It is important that parents and designated emergency carers be contactable during school hours. Please ensure any changes to phone numbers or address details are given to the front office as soon as possible.**

## ASTHMA

Staff are trained to administer reliever medication in the event of an asthma attack. The school has reliever medication for use in emergency situations only. Any student who requires additional assistance with their asthma must have an asthma medical information form filled out and signed by a doctor. This form can be requested from the office.

Students with asthma (even if only 'mild' or 'occasional') need an asthma care plan completed and signed by a 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 an asthma attack. The school has reliever medication for use in emergency situations only. 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.

## **MEDICATION MANAGEMENT**

At the start of each school year parents / caregivers will be requested to fill in a form updating the student's medical situation, including any allergies or necessary medication. This information is vital in case of illness, accident or any emergencies. The staff must know all medical conditions that are likely to place the student at risk or in need of any type of treatment. Regulations are particularly specific about students attending swimming lessons.

### **Storage and supervision of medication**

School staff will store and supervise only medication that has been prescribed by a doctor for the individual child or student, for the period of time specified. This ensures the medication is medically warranted.

### **Storage of medication**

It is reasonable for education workers to accept and agree to supervise only medication required during their period of supervision or care (for example, medication required three times a day is generally not required during a school day: it can be taken before and after school, and before bed). This minimizes the quantity of medication held on site.

Safe storage of medication requires, therefore, as a minimum standard, that the medication is:

- Prescribed by a doctor
- Provided by the parent or guardian
- Within the expiry date of the product
- Delivered to staff as a daily supply (or a week's supply at the most, except in long-term continuous care arrangements).
- Provided with written instructions from a doctor. These instructions must match those printed on the product packaging.

### **Procedure for Medication Administration**

The classroom teacher is responsible for the administration of medication to the students in their class. Should the class teacher be absent the responsibility is delegated to the nominated SSO. In the eventuality of both staff being absent the Principal will take responsibility for medication administration.

### **Monitoring the effects of medication**

Education workers can observe and document behaviour. In some cases—for example, attention disorders or epilepsy—such observations can be used by health professionals in

determining care plans. It is not the role of education workers to interpret behaviour in relation to a medical condition. Nor can they be expected to monitor the effects of medication. If workers are concerned for any reason about a student's health, their first aid training requires them to enact standard first aid emergency procedures.

### **Medication error**

If a student is administered the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps should be followed:

- Ring the **POISONS INFORMATION LINE 13 1126**
- Give details of the incident and client
- Act immediately upon their advice (e.g., if you are advised to call an ambulance)
- Notify the child's or student's emergency contact person
- Document your actions
- Review medication management procedures at the worksite in light of the incident.

### **Self-management of medication**

Staff will store and supervise medication for students. The exception is often asthma reliever medication where immediate access is required by the children or students for safety.

## **Student Illness**

### **Student Absences**

Please advise the school if your child is going to be absent. If your child travels to school via taxi, you will need to advise the taxi service on 8644 7711. Please phone the school notifying staff of the absence or send a written note (preferably in the diary) when your child returns explaining the reason for their absence. If you need to collect your child early, please contact the school office. When there are planned absences from school, the school should be advised in advance.

### **Ill or Injured Students**

If your child is unwell and likely to infect other students and staff or not well enough to be involved in normal routines please do not send your child to school. If a student needs urgent medical assistance the school will obtain it, this may include calling an ambulance if necessary. Any cost incurred will be the responsibility of parents. Parents will be notified in the event of a student becoming ill during school hours.

The school requires that medical details be made available and if there are changes to that information, a suitable health care plan by a Medical Practitioner be given to the school to be placed in the student's record folder. Any changes to contact numbers (including emergency contact), address and work place, etc need to be advised immediately.

## **Infectious Diseases**

Staff will follow exclusion from school recommendations outlined in the Department of Human Services 'You've got what?' The spread of certain infectious diseases can be reduced by excluding a person, known to be infectious, from contact with others who are at risk of catching the infections. Exclusion requirements set by health authorities are based on minimising risk of transmission to others. Schools may also advise that a student stay away from the site for a longer period of time, not because they are still infectious but because they remain unwell and need time to recuperate.

**Mumps:** Sufferers are excluded from school for nine days or until the swelling goes down.

**Measles:** Exclude from school for at least four days after the onset of the rash and until there is no abnormal discharge from the nose, eyes and ears.

**Rubella (German measles):** Exclude until fully recovered or for at least four days after onset of rash.

**Chicken Pox:** Exclude until lesions have crusted, there are no moist sores and the person feels well.

**Impetigo (School Sores):** Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.

**Conjunctivitis:** This is extremely contagious and we would request you keep your student at home until the condition has fully cleared.

**Ringworm:** Exclude until appropriate treatment has commenced. Any sores on exposed surfaces should be covered with a dressing. All pets must be treated at the same time to stop re infection.

**Pediculosis (Headlice):** Exclude until day after appropriate treatment has commenced.