



PURPOSE

Jarrahdale Primary School promotes student health, supports student health care needs, and identifies and minimises health risks within the context of the schools' resources.

MANAGING STUDENT HEALTH CARE

For students whose health care needs can be supported using the resources available to the school, we:

- request parents to complete one or more of the Department's standardised student health care plans or provide an alternative plan from their child's medical practitioner;
- manage the implementation and updating of student health care plans; and
- arrange the training necessary to enable staff to support student health care as appropriate.

STAFF RIGHTS AND RESPONSIBILITIES

- Teaching staff support the implementation of student health care plans within their level of expertise.
- In an emergency, all school staff owe a duty of care for the safety and welfare of students. In the absence of staff with relevant first aid training, available staff should administer first aid or health care support within their level of experience, until medical assistance can be provided.
- The Department supports staff who have fulfilled their duties in good faith. This includes administering health care support and/or emergency first aid.

FIRST AID

Jarrahdale Primary School follows the recommended four phased system to prevent and manage first aid incidents involving students, staff and visitors.

1. Proactive activities to identify potential hazards and the development of plans and processes designed to mitigate or prevent damage;
2. Putting measures in place to ensure that, in the event of an incident, the site is well placed to make appropriate decisions and take appropriate action.
3. Implementing first aid plans to respond to an incident; and
4. Taking actions immediately after an incident to ensure the impacts are minimised.

Refer to Attachment 1 – First Aid System

MEDICAL EMERGENCIES

The principal and/or administration team are informed of all emergencies. In a medical emergency, the principal or delegate will:

- organise medical attention for the student;
- make appropriate transport arrangements if required;
- inform parents as soon as possible of actions taken;
- promptly record all actions taken in Compass;
- complete an online incident notification report if required; and
- arrange a review of the event and debriefing and support for staff/students if required.

The absence of parental consent does not prevent a principal seeking medical attention in an emergency.

The Student Health Care Summary which is completed by all parents at enrolment indicates that parents are expected to meet the cost of an ambulance in an emergency.

ADMINISTRATION OF MEDICATION

Parents provide information regarding long-term administration of medication in the student's health care plan and appropriate supporting plans/documents. Parents complete relevant documentation for the short-term administration of medication and provides any medication the student needs. The school maintains a record of all medication administered at school and arranges for all medication to be stored appropriately.

STUDENT IMMUNISATION

The school collects and records information on the School Information System (SIS) regarding the student's immunisation status and provides information regarding the immunisation record of any student to the Department of Health on request.

PREVENTION OF INFECTION

Students are informed about effective hand washing, are informed about reducing the spread of infection through coughing and sneezing etiquette and reducing the spread of infection by not sharing eating and drinking utensils.

COMMUNICABLE DISEASE MANAGEMENT

If a student or staff member has a communicable disease, principals will take action in accordance with the advice provided by the Department of Health in managing communicable diseases. If the communicable disease is notifiable, principals will:

- report the matter to the local Public/Population Health Unit and seek their advice before taking any further action; and
- act in accordance with advice provided by local Department of Health staff.

ANAPHYLAXIS

A whole school approach to the prevention and emergency management of anaphylaxis includes:

- identification of students at risk;
- the development of a health care plan for students with anaphylaxis which includes an Australian Society of Clinical Immunology and Allergy (ASCI) emergency action plan;
- verifying that an adequate number of relevant staff, have completed anaphylaxis training;
- establishing procedures for reducing the risk of exposure to known allergens;
- establishing procedures for responding to anaphylaxis emergencies;
- verifying that parents have provided a prescribed adrenaline auto-injector for students with anaphylaxis; and
- verifying that up to date emergency adrenaline auto-injectors (AAIs) are available in the first aid kit

ASTHMA

A whole school approach to the prevention and emergency management of asthma includes:

- identification of students at risk;
- the development of health care and emergency action management plans for students with asthma;
- verifying that an adequate number of relevant staff, have completed asthma training;
- establishing procedures for reducing the risk of exposure to known allergens;
- establishing procedures for responding to asthma emergencies;
- verifying that parents have provided prescribed preventative and/or attack medications for students with asthma; and
- verifying that up to date emergency Ventolin and disposable spacers are available in the first aid kit

DIABETES

A whole school approach to the prevention and emergency management of diabetes includes:

- identification of students at risk;
- the development of health care and management plans for students with diabetes;
- verifying that an adequate number of relevant staff, have completed diabetes training;
- establishing procedures for responding to diabetic emergencies; and
- verifying that parents have provided all necessary resources and medications for students with diabetes.

SEVERE MEDICAL CONDITIONS

A whole school approach to the prevention and emergency management of all severe medical condition includes:

- identification of students at risk;
- the development of health care and management plans for students with severe medical conditions;
- verifying that an adequate number of relevant staff, have completed any relevant training;
- establishing procedures for responding to relevant emergencies; and
- verifying that parents have provided all necessary resources and medications for students with severe medical conditions.

HEAD LICE

The principal may authorise a member of staff to examine the head of any student to ascertain whether head lice are present. If head lice are found, students may be given tasks which do not involve close group work but do not necessarily need to be excluded from school. However, the principal has discretion under the School Education Act 1999 to require that a student does not attend or participate in an educational program until parents confirm that a recommended treatment is being undertaken and all head lice have been removed.

SUNCARE

The school will, as appropriate, modify teaching and learning programs to suit weather conditions as per our 'Extreme Weather Policy'; and inform parents, staff and students, agreed procedures for effective sun protection.

REFER TO

- *Department of Education* Student Health in Public Schools Policy and Procedures
- JPS Staff Handbook
- JPS Parent Information Booklet

EFFECTIVE DATE: Term 2, 2025

REVIEW DATE: Term 2, 2026

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ATTACHMENT 1 – FIRST AID SYSTEM

1. Proactive activities to identify potential hazards and the development of plans and processes designed to mitigate or prevent damage;
2. Putting measures in place to ensure that, in the event of an incident, the site is well placed to make appropriate decisions and take appropriate action.
3. Implementing first aid plans to respond to an incident; and
4. Taking actions immediately after an incident to ensure the impacts are minimised.



Phases	Actions	Staff responsible	Date	Freq.
Prevention				
Assess the risk Identify and prevent hazards	- Assess risks and hazards using: first aid officers and equipment risk assessment template manage hazardous chemicals and hazardous chemical index template - first aid report forms from previous incidents and persistent or serious hazards - Develop strategies to minimise risks and hazards			
Develop plans and processes	- Adapt the traffic light template and ambulance activation plan to suit the school context in consultation with staff - Develop emergency response plans for students with specific health conditions in consultation with parents and informed by health professionals - Consider the first aid requirements when planning recreation and outdoor education activities			
Preparedness				
Familiarise staff with plans and processes	- Familiarise staff with: - roles and responsibilities of the principal and staff - the schools' developed traffic light template and ambulance activation plan. emergency response plans for individual students School response and planning guidelines for students with suicidal behaviour and non-suicidal self-injury first aid procedures - the location and storage of medication			
Train staff	- Identify and organise training for staff, including those who have volunteered to be first aid officers Staff can upload their first aid certificate through Manage your first aid training certificate			
Communicate	Communicate the school's first aid approach to families			
Organise first aid supplies	- Ensure first aid rooms and first aid kits are stocked and in date - Ensure appropriate storage of medication			
Response				
Provide first aid	Respond to incidents following the schools developed traffic light template and ambulance activation plan			
Recovery				
Record incident details	- Record incident details, as required, using: First aid report form OINS Accident / Incident Investigation Report (AIIR) form Store first aid records for 6 years			
Arrange access to support services (depending on severity of incident)	- School leaders can seek support for the school community from: - education regional office - the school psychology service - Staff can seek support through the Employee Assistance program			
Post-incident reflection (depending on severity of incident)	- Conduct a post-incident reflection to identify improvements to: first aid processes emergency response plans for individual students work health and safety practices - strategies to minimise foreseeable hazards			
Replace supplies	Replace used supplies			