



CONTEXT

Parents/carers retain primary responsibility for their child's health care. This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding learners' routine and emergency health care needs.

Where possible learners will be supported to develop safe, self-management of their health care needs. This will occur with respect for the learner's age and stage of development.

The areas covered in this Health Support Policy include:

1. First Aid
2. Health Support Folders
 - Health Care/First Aid Plans
 - Personal Care Plans
 - Health Support Planning
3. Health Support Procedures and Responsibilities
4. Medication Management
5. Infection and infestation management
6. Complex and invasive health care
7. Transport
8. Excursions
9. Equipment
10. Facilities
11. Work Health Safety
12. Working with Support Agencies
13. Curriculum

1. FIRST AID

All Kilparrin staff are trained in Basic Emergency Life Support (BELS)

2. HEALTH SUPPORT FOLDERS

All Kilparrin learners have a Health Support Folder.

Health Support Folders contain the following; (as required)

- **Health Care/First Aid Plans** for emergency response/first aid, medication, health conditions and health related personal care issues (see below)
- **Personal Care Plans** for daily living support (see below)
- **Health Support Plan** detailing the action/s that Kilparrin staff will take to implement Health Care/First Aid Plans and/or Personal Care Plans)

2.1 HEALTH CARE/FIRST AID PLANS

Some learners may require assistance with:

- routine or emergency health and personal care needs
- invasive health care needs.

Specific Health Care Plan and First Aid Plan forms ensure that Kilparrin staff have information from the treating health professional/s that is relevant to the learner's health, wellbeing, attendance, learning and care at pre/school. These care plans and/or first aid plans cover specific conditions such as asthma, epilepsy, anaphylaxis as well as general health information.

Before staff can respond with anything other than a basic first aid response, parents/caregivers must provide written information from their doctor or treating health professional that outlines the specific care needs in the appropriate plan format.

Staff can work with families to plan support for learners who require assistance in these areas. This support may be required when:

- there are individual first aid requirements other than basic first aid response
- the learner has a predictable need for additional support with daily living tasks
- there is additional need for supervision for health related safety.

It is required that parents/carers provide the pre/school with relevant and updated Health Care/First Aid Plans. Review dates on all Health Care/First Aid Plans are determined by medical professionals and must be adhered to.

Health Care/First Aid Plan forms are available from www.chess.sa.edu.au or the front office.

2.2 PERSONAL CARE PLANS

Many learners require additional support with daily living skills including:

- personal hygiene
- continence care
- eating and drinking
- transfer and positioning.

Any learner who requires additional support must have a relevant Personal Care Plan written by a health professional.

To ensure the effective provision of personal care support:

- relevant training and development is provided for staff
- equipment and facilities are provided & accessed as needed to ensure safe work practices.

It is required that parents/carers provide the pre/school with relevant and updated Personal Care Plans. Review dates on all Personal Care Plans are determined by the treating health professionals and must be adhered to.

(Reference: *Personal Care Support Planning in Schools and Preschools* www.chess.sa.edu.au)

2.3 HEALTH SUPPORT PLAN

DECD has developed a Health Support Plan form that summarises the additional support staff will provide to implement the Health Care/First Aid Plan and the Personal Care Plan prepared by the treating health professional for:

- first aid
- supervision for safety
- personal care
- learning behaviour and general wellbeing.

The documentation of the Health Support Plan is an integral part of the health support planning process at Kilparrin. Health Support Plans detail information such as staff roles and responsibilities, storage of medication and excursion arrangements. Teachers are to ensure they have current copies of the Health Support Plan in classrooms in each learner's Health Support Folder. Health Support Plans are required to be reviewed annually.

Note: Health Support Folders that include Health Care/First Aid Plans are to accompany learners whenever they move off-site.

(Reference: *Health Support Planning in Schools and Preschools* www.chess.sa.edu.au)

3. HEALTH SUPPORT PROCEDURES AND RESPONSIBILITIES

‘Parents and guardians are responsible for their children’s health and welfare. Health professionals are responsible for medical management and care. ... Education and childcare workers are trained in basic first aid – they are not trained to provide medical care.’ (*Health Support: Planning in Education and Children’s Services* brochure for families p.2)

Parents/carers are encouraged to keep their child home when they are unwell. Staff are unable to care for learners who are not well enough to participate in the class program.

Parents/Carers are responsible for:

- completing the enrolment form with accurate health/medical information
- ensuring that Kilparrin has up-to-date information with parent/caregiver emergency contact details and at least 2 other people for back-up emergency contact
- having the relevant Health Care/First Aid Plan and/or Personal Care Plan forms completed and signed by the treating medical practitioner, signing and returning them to Kilparrin (forms can be obtained from www.chess.sa.edu.au or the front office if needed)
- working with Kilparrin staff to complete the Health Support Plan
- ensuring all medication is delivered to Kilparrin as needed (in a container with an original Pharmacy label), and that a Medication Authority is completed for each item and signed by the doctor or treating health professional and the parent/caregiver (see Medication Management section below)
- updating the medical information annually or as necessary with forms completed and signed by the treating medical or health practitioner and communicating, in writing, any changes in health-related issues with staff immediately
- providing and maintaining health equipment as negotiated (eg nappies, gastrostomy equipment, hearing aids)
- ensuring that the Health Support Folder travels daily in the child's school bag.

Teachers are responsible for:

- checking Health Care/First Aid Plan forms for treating health professionals and parent/ caregiver's signature
- ensuring all support staff understand the care required if different from usual first aid
- providing basic first aid in line with DECD training (refer to www.chess.sa.edu.au)
- following Health Support Plans, Health Care/First Aid Plans, Personal Care Plans and Medication Authorities as necessary
- ensuring the First Aid Log is completed each time first aid is given
- ensuring the Medication Log is completed each time medication is given
- filing Health Care/First Aid Plan forms, Medication Authorities and Health Support Plans in the learner's Health Support Folder
- reviewing individual health support needs annually at NEP or Learning Goal meetings
- ensuring that Health Support Folders and learner's medication are taken to all off-site activities.

The Principal is responsible for:

- ensuring families are informed about and supported to understand and participate in the health support planning process
- checking for any health issues at enrolment discussion
- ensuring correct forms are given to parents/caregivers and that this policy is explained
- involving relevant staff (class teacher, SSO) in health support planning processes
- ensuring each learner's Health Support Plan is developed, implemented, monitored and reviewed
- identifying and ensuring access to the training required to meet the routine and emergency health support needs of learners
- ensuring Work Health Safety (WHS) processes are inclusive of health support planning requirements
- ensuring the Governing Council remains informed about this policy & its implementation.

All staff are responsible for:

- following WHS worksite procedures e.g. universal precautions and use of personal protective equipment (PPE)
- implementing individual learners' Health Support Plans
- following Kilparrin medication management procedures (see below)

- completing the First Aid Log each time first aid is given
- completing the Medication Log each time medication is given
- familiarising themselves with the relevant Health Care/First Aid Plans, Personal Care Plans and procedures for individual learners with severe health concerns
- participating in training in line with health support planning responsibilities
- contributing to implementation of learners' Health Support Plans
- maintaining confidentiality
- developing programs that are inclusive of health support plan requirements
- communicating any health-related issues to the parent/carer through the class teacher.

Governing Council is responsible for:

- being informed about and supporting this policy
- maintaining confidentiality.

4. MEDICATION MANAGEMENT

Families are encouraged to give medication outside of school hours. For example, medication and creams prescribed for administering three times per day can be administered in the morning (before school), afternoon (straight after school) and bedtime.

Any medication that is prescribed or bought over-the-counter, including nappy creams and/or powders, requires a *Medication Authority* and associated care instructions to administer the medication. The prescribing health professional can issue a once-off order that can be used long term. (Reference: <http://www.decs.sa.gov.au/speced2/pages/health/faqMedication/>)

If medication, creams or powders need to be administered at school a *Medication Authority* must be completed for each individual medication.

It is the parents/carers' responsibility to provide the required medication.

Medication sent to school must:

- **be provided in the original pharmacist container with directions on the label**
- **have the learner's name on the original label**
- **be stored safely**
- **be a maximum of one day's supply (except asthma medication and creams).**

Class staff are responsible for checking medication before it is stored in the secure drug cabinet in the SSS/ICT support room. The staff member administering the medication will complete the Medication Log and notify parents if learners fail to take their required medication.

Where recommended by a doctor, learners with asthma are encouraged to carry their medication with them.

Note: Respite medication must be packaged and labelled separately and staff notified, through the school diary.

5. INFECTION AND INFESTATION MANAGEMENT

Staff implement universal precautions, DECD and worksite WHS procedures including:

- using PPE during provision of continence care or when wiping a nose
- being vigilant about hand washing particularly at mealtimes and before and after continence care procedures
- covering all cuts and abrasions with waterproof protection (learners and staff)
- minimising the handling of body substances through the use of disposable materials (e.g. nappies and tissues)
- using safe waste disposal techniques.

Additional precautions include:

- seeking advice from health authorities regarding infection/immunisation protocols
- obtaining authority from parents/carers in managing an infestation (e.g. inspection for head lice)
- encouraging staff to access DECD subsidised vaccinations for Hepatitis
- encouraging staff to access subsidised vaccinations for influenza.

(Reference: *Personal Care Support Planning in Schools and Preschools* www.chess.sa.edu.au)

6. COMPLEX AND INVASIVE HEALTH CARE

There are some learners who have complex and invasive health care needs that involve procedures that are not routinely expected of educational personnel. These circumstances require the involvement of the Women's and Children's Health Network (WCHN) Access Assistant Program who plan and provide complex and invasive health care support. Health support workers are specifically trained to provide this support. This support may include gastrostomy feeds or postural drainage.

The Principal is responsible for coordinating referral procedures for the Access Assistant Program. This involves application endorsement from DECD Regional Support Services.

Note: Staff are trained in the use of EpiPens and in administering intranasal Midazolam.

DECD requires that an ambulance be called when either an EpiPen or intranasal Midazolam is administered. Parents/carers are contacted and are then required to collect their child from pre/school or hospital depending on advice from the treating paramedics.

Learners are not permitted to travel home in a taxi following the administration of either an EpiPen or intranasal Midazolam.

7. TRANSPORT

Bus/taxi drivers are not required to have first aid training. They are advised to either call an ambulance or take the learner to the nearest hospital if an emergency occurs.

Specialised agencies provide, in consultation with families, expert advice regarding a learner's need for specialised equipment for transport, e.g. harnesses or special seats.

8. EXCURSIONS

Excursions include one-off outings and regular outings such as weekly swimming sessions.

The following procedures apply:

- class teachers are required to complete an excursion form and risk assessment form prior to arranging an excursion or outing
- the Principal discusses the risk assessment with class staff to determine risk and related strategies and support needs
- teacher preparation prior to the event includes documentation of strategies and relevant information relating to the implementation of learner Health Support Plans
- information about health support needs is collected by Aquatics and swimming staff on the standard permission form
- if Access Assistant Program support is required for a learner during an excursion the *Request for Access Assistant Program* support form must be completed by the class teacher at least four weeks prior to the planned event.

9. FACILITIES

Kilparrin facilities are purpose-built to accommodate the needs of learners with sensory (vision and/or hearing) and additional disabilities, some of whom may have high health and personal care needs.

Worksite audit and planning processes include:

- regular audits using the *Safety Inspection Checklist: Health Support Planning in Schools and Preschools* (Reference: www.chess.sa.edu.au)

- identifying and resolving health and/or safety facility-related concerns through
 - WHS processes including specific training
 - advice from support services
 - documented safety procedures
- completing a risk assessment through the Health Support Planning Process to inform the identification of specific facility needs (where appropriate).

10. EQUIPMENT

Maintenance

Kilparrin manages the maintenance schedule for DECD equipment that is used by a number of learners. Non-DECD agencies are required to maintain the equipment that they provide.

Staff are required to report concerns regarding equipment via the maintenance request and/or hazard notification process.

Storage

Equipment is stored to:

- enable easy access by staff
- ensure safety for learners and staff eg. not in thoroughfares.

Staff are required to notify the relevant personnel/agency if equipment is no longer being used and needs to be removed. Removal of equipment is organised by the relevant agency.

Review

Suppliers of the equipment and/or personnel recommending specialised equipment are responsible for reviewing the suitability of the equipment for their clients.

DECD staff are required to report concerns to the supplier or agency through the Principal.

11. WORK HEALTH SAFETY (WHS)

The Principal is responsible for the:

- provision of a safe and healthy work environment through the development, monitoring and review of Health Support Planning procedures
- identification of key personnel to plan and manage safe, reasonable and consistent health support for all learners.

All staff are required to:

- contribute to the provision of a safe and healthy work environment
- work within DECD WHS guidelines
- contribute to the development, monitoring and review of site Health Support Planning procedures
- report incidents and/or concerns to the WHS representative and/or Principal immediately.

12. WORKING WITH SUPPORT AGENCIES AND HEALTH PROFESSIONALS

Kilparrin staff work collaboratively with support agencies and health professionals to ensure the wellbeing of learners and to maximise access to the curriculum and improve learning outcomes. These agencies and health professionals include Novita, Women's and Children's Health Network (WCHN), Adelaide Women's & Children's Hospital, Flinders Medical Centre, Child Adolescent Mental Health Services (CAMHS), Disability Services, Autism SA Inc., Can:Do 4kids, Guide Dogs Association of SA & NT, Down Syndrome Society, psychologists, psychiatrists, ophthalmologists, audiologists, paediatricians, dieticians, speech pathologists, physiotherapists and occupational therapists.

Discussions with or involvement by support agencies or health professionals does not occur without permission from the parent/carer.

Kilparrin works within relevant interagency protocols developed between DECD and other agencies, viz:

- a Memorandum of Understanding is negotiated with each external agency
- Children’s Health and Education Support Services (*chess*) supports and informs schools, agencies and health professionals regarding developments in processes related to health support planning (www.chess.sa.edu.au)
- other support agency staff and health professionals are encouraged to be involved in the planning of individual learner’s health and personal care support where possible. This may include exchanging information prior to meetings, attendance at meetings, phone links during meetings, sharing of minutes.

13. CURRICULUM

Integrating health support with learning programs is essential to ensure access to the curriculum.

Kilparrin staff work to maximise learner participation in the curriculum. Strategies are shared between parents/caregivers and staff to ensure consistency between home and school.

Note: The Negotiated Education Plan is not available to non-DECD agencies unless specific parent/caregiver permission is given.

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Alison McWilliams
Principal

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Dionysia (Denise) Hatzi
Chairperson, Governing Council

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To be reviewed in 2014 or earlier if needed