



BULLI PUBLIC SCHOOL

Haig Rd, Bulli 2516

E: bulli-p.school@det.nsw.edu.au

P: 02 4267 1723

W: <http://www.bulli-p.schools.nsw.edu.au>

Reviewed May 2014

Health Care

Background

In response to the individual needs of students who require health care or first aid, this policy outlines procedures to be followed in the implementation of medical, health care and supervision of sick students at school. This follows guidelines provided by the Department of Education and Communities.

Goals

To provide students with essential health care, first aid and supervision when sick at school, as required so that they are assured access to appropriate educational experiences, regardless of their medical or health care needs.

Health Care/First Aid Team

Staff who provide health care and first aid services at the school are volunteers, who are trained to carry out these duties. They may be eligible to receive an allowance from the Department of Education and Communities. Training is available in the following areas:

- ⇒ Administration of Prescribed Medications
- ⇒ Health Care Procedures including Tube-Feeding
- ⇒ Tracheotomy Care
- ⇒ Emergency Care
- ⇒ CPR
- ⇒ Senior First-Aid Certificate
- ⇒ Oxygen Therapy
- ⇒ Diabetes Care and Management
- ⇒ Epilepsy Management
- ⇒ Asthma Care and Management
- ⇒ Anaphylaxis Management

All staff receive mandatory training in:

- ⇒ CPR
- ⇒ Emergency Care
- ⇒ Asthma
- ⇒ Anaphylaxis

Health Care First-Aid Staff:

- ⇒ First-Aid Officer – Lesley McLean
- ⇒ Medication Administrators – Lesley McLean, Ros Anderson
- ⇒ Ill / Injured Students – Lesley McLean, Ros Anderson
- ⇒ Health Care Officer – Rhonda Morton



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Duties

In providing services to students, the teachers:

- ⇒ Develop individual health care plans for targeted students and update these as required
- ⇒ Liaise with parents/caregivers about students' health care needs at school
- ⇒ Liaise with medical practitioners, when required, to have health care plans signed off, or to follow up on case conference issues arising in respect to changes to students' health care needs at school

In providing services to students, health care staff:

- ⇒ Provide first aid
- ⇒ Phone parents to collect sick / injured students
- ⇒ Administer medication as per instructions
- ⇒ Phone for an ambulance in the event of an emergency
- ⇒ Keep appropriate records of health care provision, medical treatments and first-aid incidents

These duties do not include:

- ⇒ Making medical decisions
- ⇒ Making a diagnosis
- ⇒ Performing procedures that are not covered by departmental guideline
- ⇒ Performing procedures for which they have not been trained, or which they do not feel confident or competent to perform
- ⇒ Performing procedures that are not outlined in health care plans

The Principal/Health Care Manager is responsible for:

- ⇒ Ensuring the health care team has access to appropriate/essential training
- ⇒ Ensuring each student who requires one, has a current health care plan that reflects their health care/medical/first-aid needs at school
- ⇒ Supporting the health care team in any decisions that need to be made regarding health care



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Health Care Plans

The elements of a health care plan include

- ⇒ Emergency contact details
- ⇒ Allergies
- ⇒ Current medications held at home
- ⇒ Medication details – time – dosage etc.
- ⇒ Health care procedure – in detail
- ⇒ Emergency contingency plans
- ⇒ Parents' signatures
- ⇒ Doctor's signature
- ⇒ Date, and date of review

Responsibilities of Parents/Caregivers

Parents/Caregivers are required to be involved in the initial development of student's health care plans. They will ensure any changes in medication/health care needs are notified to the health care team as soon as they occur. Where possible, parents/caregivers will provide health care staff with information/training regarding their child's health care needs.

Review

This document is to be reviewed annually as part of the Workplace Health and Safety update. Last reviewed May 2014.