



# Macarthur Girls High School

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## STUDENT HEALTH POLICY

### Rationale

The NSW Department of Education and Communities is obliged under the NSW Work Health and Safety Act 2011 and the Common Law, to keep students safe while they are at school. The department collaborates with and is guided by advice from the NSW Ministry of Health.

Under Common Law, the department and its staff have a duty to take reasonable care to keep students safe.

The department provides opportunities for students to learn about and practice ways of adopting and maintaining a healthy, productive and active life through student welfare policies and procedures and through curriculum such as Personal Development, Health and Physical Education.

As work place managers for WHS and injury management, principals are accountable for safety within their school and are required to implement department policies and procedures relating to their school's safety.

The Department of Education policy on student Health can be found at <https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285835>

All policies, procedures and actions must comply with the following legislation:

- NSW Anti-Discrimination Act 1977 and Commonwealth Disability Discrimination Act, 1992  
It is unlawful to discriminate against students in relation to enrolment, or once enrolled, on the grounds of their disability.
- NSW Work Health and Safety Act 2011 (WHS Act)  
The department must do everything reasonably practicable to ensure that students are not exposed to risks to their health or safety while they are at school.
- NSW Privacy and Personal Information Protection Act 1998  
The department and its staff have obligations regarding the collection, use and storage of personal information.
- Health Records and Information Privacy Act 2002  
"The Health Privacy Act" protects the health information of individuals in NSW.

### Policy

Macarthur Girls High School believes all children and young people enrolled at this school are entitled to participate in education regardless of their health support needs. The school strives to enhance the current and future health of students through providing positive, quality learning experiences and by supporting students to develop independence in managing their own health. Macarthur Girls High School seeks to partner with parents, medical practitioners, health services, other relevant agencies and local community resources to assist the school to promote the ongoing health of our students.

Emergency Health Care assistance is to be requested only by the First Aid officer/s or the Principal/delegate

The school's mandatory curriculum and wellbeing programs provide opportunities for students to learn about and to practice ways of adopting and maintaining a healthy, productive and active life.

Macarthur Girls High School will:

- implement practices related to student health that comply with the NSW Work Health and Safety Act 2011 (WHS Act)
- meet Common Law obligations
- comply with anti-discrimination and privacy legislation and
- demonstrate a commitment to collaboration with parents and appropriate external bodies to support the wellbeing of all students.

Macarthur Girls High School will develop and implement processes to support students with health needs requiring:

- the provision of first aid (including emergency care)
- the provision of temporary care when students become unwell at school
- the administration of prescribed medications and appropriate health care procedures and
- the development and implementation of individual health care plans if required.

These processes are to be communicated to students, staff, parents, health providers and inter-agencies (where applicable)

### Outcomes

- Macarthur Girls High School will ensure systems are in place to protect the health and safety of all students when at school or involved in school activities.
- All staff understand their legal responsibility to take reasonable care to keep students safe under Common Law (Duty of Care) and legislation.
- All staff have current emergency care training (e-emergency care, anaphylaxis training) and access to appropriate materials at all times

Macarthur Girls High School has developed, documented and communicated whole school procedures and processes to support student health which reflect relevant legislation and department policy including:

- first aid
- temporary care of students who become unwell at schools
- the administration of prescribed medications
- individual health care plans
- immunisation requirements
- supply and storage of medication and
- provision of emergency care.

All incidents and injuries at Macarthur Girls High School are reported in accordance with the Incident Reporting Policy and, if necessary within given timeframes under NSW Work Health and Safety Act 2011 (WHS Act) requirements. Depending on the type of incident, WorkCover may be notified.

The school protects the privacy of students through appropriate collection, use and storage of health information. Staff accessing information are trained to ensure the provisions of NSW Privacy and Personal Information Protection Act 1998 are met

Mandated curricula, especially in Personal Development, Health and Physical Education and TAS along with school devised Wellbeing programs and activities provide opportunities for students from Year 7 to 12 to learn about healthy, productive and active lives.

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## Student Health Policy Implementation / Procedures

At Macarthur Girls High School we follow the [student-health-in-nsw-public-schools](#) when implementing practices related to student health. The health and safety of students is relevant to learning and the present and future health of students can be enhanced by positive experiences at school. Support for students on health issues must be provided in a way that does not discriminate unlawfully against any student.

- Macarthur GHS assists students who have health support needs while at school which includes
  - o the provision of first aid (including emergency care),
  - o the provision of temporary care when students become unwell at school,
  - o the administration of prescribed medications and health care procedures,
  - o the development of individual health care plans if required.
- Macarthur GHS provides students with:
  - o opportunities to develop the knowledge, skills and understandings relevant to managing their own health.
  - o an understanding what is reasonable and safe in their individual case;
  - o support to develop independence in managing their own health.
- Macarthur GHS values the cooperation of parents, medical practitioners, health services, other relevant agencies and local community resources to assist in supporting the health of students.
- Macarthur GHS will assist with the administration of prescribed medication or health care procedures during school hours where this support cannot reasonably be undertaken by parents or others during school hours.
- The non-emergency administration of prescribed medication and health care procedures by staff is performed on a voluntary basis.
- Macarthur GHS duty of care does not extend to students who are able to administer medication or carry out this procedure themselves. If student self-administers prescribed medication and/or health care procedures, the school has a duty to take reasonable steps to ensure the self-administration is carried out safely.

### Implementation and Related documents

- [Anaphylaxis Procedures for Schools](#)
- [Student Health Website](#)
- [Sun Safety Guidelines \(DOC 268 KB\)](#)
- [The role of the school community in supporting student health \(DOCX 44.9 KB\)](#)
- [Drugs in Schools Policy](#)
- [Enrolment of Students in NSW Government Schools -A summary and consolidation of policy](#)
- [Excursion Policy](#)
- [Injury management, health and wellbeing - includes first aid and infection control Intranet only\)](#)
- [Nutrition in Schools Policy](#)
- [Risk Management \(intranet only\)](#)
- [Sport and Physical Activity Safety Policy for Schools](#)
- [Student Welfare Policy](#)
- [Supporting students in hot weather](#)

### Procedures

#### Students who become unwell at school and First Aid Procedures

Students who become unwell or injured at school are provided with assistance by a first aid trained administration staff member and are transferred to sickbay if appropriate. This care is provided in line with the department policy and procedures regarding first aid in schools. If possible and appropriate the student is transferred into the care of the parents/caregiver. All incidents requiring first aid care are documented through the SENTRAL record keeping processes in accordance with the Incident Reporting Policy.

#### Emergency Care Procedures

Students who become very unwell during the school day, or receive an injury of a more serious nature are assessed by the school first aid officer (administration Staff) at the location of their injury or illness.

If the student is deemed to be suffering a serious illness or injury, requiring immediate attention then the school will immediately contact the parent/caregiver of the situation and seek their advice on what they wish to be the next course of action. Should the illness or injury be deemed very serious, or parent/caregivers are uncontactable, the ambulance service will be contacted to attend and render necessary assistance. The first aid officer will determine whether this course of action is of be taken.

In certain circumstances, student illness will result in immediate contacting of the ambulance. This will usually be where individual Health Care plans indicate this to be necessary or where the nature of the injury or illness is thought to be potentially life threatening (eg severe asthma attack, anaphylaxis, epilepsy episode etc) or would be requiring specialist hospital services for treatment of the injury.

On arrival, the care of the student will be transferred to the ambulance officers attending.

The school is a member of the ambulance service for the purposes of this process. It also applies for students who are undertaking school based activities at “offsite locations” although the decisions may need to be taken by the responsible teacher /other responsible adult, rather than the school first aid officer.

A SENTRAL record of the event will be made. Other documentation such as witness statements and reports will be added to this record. A full report of the incident is to be made available to parents/caregivers and/or emergency health care services.

#### **Immunisation.**

Immunization is not a requirement of enrolment at MGHS. It is desirable that students be immunized against the range of preventable diseases for which immunizations are available.

MGHS supports the immunization programs of the Commonwealth and State Health departments and provides the opportunity for students to receive scheduled immunizations whilst at school

Year advisors and Administration staff schedule age appropriate immunizations for particular year groups with the Health Department, following Health department guidelines

Suitably qualified Health Department employees administer the immunizations

Only those students with appropriate parent/caregiver authorization are provided with the immunization

Whole cohorts are immunized at the one time.

#### **Supply and storage of medication.**

Macarthur GHS will not supply medications of any nature to students. This includes, but is not restricted to, provision of proprietary pain relief medications, cough suppressants or any other medications. All medications for students is to be provided by parents/caregivers, in their original packaging and with dosage/storage instructions clearly indicated.

The school will

- Store medications in a safe location for students when requested to do so.
- Supervise students taking their medications when required
- Provide a safe location for medications to be administered where required
- Keep medications safe and only available to the person who is to be taking them.

The exception is that the school will provide emergency EPIPEN medications. This is in addition to the EPIPEN medication required from parents/caregivers for any student with a known anaphylaxis diagnosis.

#### **Administration of prescribed medications and health care procedures**

The administration of prescribed medications and health care procedures is carried out by administrative staff members who are trained. Direct correspondence between the schools, parents and health care providers is necessary if a student requires specific health care procedures to be followed. All relevant staff are trained appropriately to administer medications.

Where approved staff voluntarily assist students in the administration of prescribed medications the following

processes are to occur:

- The school will not provide medications for any purpose, including provision of “panadol” or other non-prescription (proprietary) pain relief medications.
- Parents/caregivers are to provide any medication required by their daughter
- Medications are to be provided in the original container
- date, time and quantity of dosage required must clearly indicated on the container by dispensing agent, or as part of a letter from the prescribing medical practitioner
- storage instructions are provided
- student to present at office for medication at the allocated time (this is to be at school break as far as practically possible although some medications are time specific)
- administration staff will provide medication to student and supervise its administration/taking
- Administration staff will securely store the medication according to storage instructions on the original container
- Student/parent/caregiver to collect medication at end of school day for administration for dosage out-of-school –hours.

Self-medicating students may request that the school store their medication and supervise its administration.

More mature students may undertake self-medication of prescription medications in an unsupervised situation. This will be the decision of the student and their parent/caregiver.

Under no circumstances are medications which are not specifically prescribed for a student be administered to that student.

Illicit drugs are not to be brought onto school premises at any time. Possession and/or use of illicit drugs will be notified to the police.

### **Individual Health Care Plans**

Individual health care plans are developed for any student who has been: -

- diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis and/or
- diagnosed as being at risk of an emergency and/or
- requires the administration of health care procedures

Students with anaphylaxis conditions, diabetics or any other severe physical or mental health issues have an individual health care plan prepared by Head Teacher Wellbeing, in consultation with parents/caregivers and registered medical practitioners. Communication of individual health care plans is to occur as close to the beginning of a school year/time of student enrolment as possible, and/or immediately after changes to care needs have been identified.

Relevant staff members, parents and registered health care practitioners are consulted in the development of individual health care plans and in cases where their assistance in administration of prescribed medication and/or health care procedures may be called upon.

Health Care Plans are to be reviewed annually by the registered health care professional who diagnosed or manages the health of the student. This may be a general practitioner or specialist practitioner depending on the nature of the illness. The HT Student Wellbeing will inform the student wellbeing team and staff members of any changes in relation to students' health care needs as they occur, and at least annually update the Health Care information for students held on the SENTRAL records management system and as notices in staffrooms and other appropriate locations throughout the school where necessary.

The Principal has the discretion to develop individual health care plan in other circumstances if it is judged that a formal plan will assist in the management of the support for the student.

For those requiring ongoing monitoring and support due to ongoing/permanent health care issues, Macarthur GHS will support the implementation of their health care plan by:

- providing a space with sufficient privacy for
  - self testing
  - self injecting
  - assistance if necessary/required by administration staff nearby
- ensuring provisions of individual health care plans can be implemented
- making staff aware of implementation requirements of the health care plan
- supporting students who have individual health care plans accommodate these plans in their learning environment

In emergency situations, all staff have the requisite training to administer the EPIPEN to students suffering an anaphylaxis reaction

## **Programs**

### **First Aid Training and Professional Learning**

All staff members undergo annual mandatory professional learning in first aid through the completion of the E-Emergency Care Certificate and Anaphylaxis training. Staff members are also provided with the opportunity to receive CPR training. This training is mandatory for staff members wishing to conduct an overnight excursion or the excursion involves aquatic environs.

Administration staff who provide care for unwell or injured students are provided with additional first aid training through the completion of a Senior First Aid Certificate.

### **Health Education and Engagement Programs**

The following programs operating within the school provides opportunities for students to learn about and practice ways of adopting and maintaining a healthy, productive and active life.

- Years 7 – 10 PDHPE and TAS Curriculum
- PRIDE Welfare Program
- Sports Council
- Sporting Challenge
- Sporting Carnivals
- Integrated Curriculum (Healthy Lifestyles Unit)

## **People**

*The Principal*

**The Principal** is responsible for:

- implementing policy and procedures to ensure that systems are in place to protect the health and safety of all students when they are at school or involved in school activities.
- negotiating an appropriate arrangement for temporary care of students who are unwell at school.
- Shall keep a register of all staff and the training completed by each staff member regarding Health care
- Ensure all health care plan information is acted on and made available to staff

### *School staff*

It is the responsibility of school staff to:

- take reasonable measures to protect students against risk of injury or harm which should reasonably have been foreseen through meeting duty of care requirements
- take reasonable care for the health and safety of all persons in the workplace and to cooperate with the employer to ensure that health and safety of all in the workplace, including assisting in an emergency
- where staff do not have first aid qualifications, provide assistance to ensure that a student receives medical attention including first aid.
- Complete the annual E-Emergency Care training, anaphylaxis training and any other mandated health care training provided
- Administer assistance where required to students with health care needs

### *School Administration Staff*

- **School Administration Staff** (SASS) are responsible for providing temporary care for students who are feeling unwell or who are injured at school (sick bay)
- Keep a register of students entering temporary care and the duration of this care on the SENTRAL record keeping system
- Contact parents to arrange an orderly transfer of care to the parent/caregiver.
- In cases of emotional distress enlist the assistance of Head Teacher Student Wellbeing, Year Advisors, Counsellors and senior executive members to assist in the care of the student,
- Safely store medications for students according to storage instructions

### *Identified and trained staff members*

It is the responsibility of the person(s) who volunteers and is (are) trained:

- in the administration of medications to administer prescribed medications in accordance with department policy and procedures
- to perform health care procedures to administer health care procedures in accordance with department policy and procedures
- in the administration of first aid to administer first aid in accordance with department policy and procedures.

### *Parents/Caregivers*

**Parents** have the responsibility to:

- co-operate with the school on student health matters
- inform the school of health needs at enrolment or when health conditions develop or change
- liaise with the child's medical practitioner about the implications of any health condition on schooling and convey advice and information from the medical practitioner to the school
- if required, provide prescribed medication and 'consumables' for administration by the school in a timely way and as agreed with the principal
- where relevant, collaborate with the school in planning to support the child's health needs at school including updating information and reviewing plans.

### *Students*

Students are expected to:

- contribute to the provision of a healthy and safe school environment
- ensure that medication is taken for the purpose for which it is intended by the person for whom it is intended
- cooperate with staff in managing their health
- as relevant to the individual, develop the understandings and skills needed to progressively manage their own health.

### **Review and evaluation**

During Term 4, an annual evaluation of Macarthur Girls High School's Student Health procedures and processes is to be undertaken by the Wellbeing Team with representatives from administrative staff and senior executive. Data records, interviews, surveys and external reports to be collated and reviewed as part of this annual evaluation.