



FAIRVIEW PARK PRIMARY SCHOOL HEALTH SUPPORT POLICY

First Aid

If a student becomes unexpectedly ill or injured, staff will:

- administer basic first aid
- contact the front office if required
- ask front office staff to call an ambulance if required and continue to administer basic first aid
- inform parent/caregiver (or emergency contact) if first aid may need follow-up at home or seek further medical advice (e.g. head injury, excessive nose bleed or other injuries). This will be via a phone call, class dojo, text message or academy slip in the student's diary/communication book as appropriate.

First aid in classroom

If a student becomes unexpectedly ill or injured in the classroom:

- staff in the classroom will administer basic first aid using supplies in their classroom
- staff will send the student to the front office if further first aid/ care is required
- SSOs in the front office will administer first aid, record support in the first aid log and notify a family member or listed emergency contact, either with an academy slip, class dojo or phone call for a serious injury. If families are contacted, SSOs will then inform class teachers.

First aid in yard

If a student becomes unexpectedly ill or injured in the yard:

- teachers can administer basic first aid using supplies in their first aid bags
- if a teacher decides that further first aid is required, the student will go with a 'first aid' card to the front office
- SSOs in the front office will administer first aid, record treatment on Academy and contact families as necessary. If families are contacted, SSOs will inform the class teacher.

First aid off site (e.g. excursions, camps, buses)

If a student becomes unexpectedly ill or injured, staff will:

- administer basic first aid
- call an ambulance if required and continue to administer basic first aid
- inform parent/caregiver (or emergency contact) if first aid might need follow-up at home or to seek further medical advice
- first aid given will be recorded on Academy.

All serious head injuries are reported to families by phone

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 or specialist which outlines specific care needs. Forms for care plans are available from the front office for a range of health conditions and needs, including:

- Asthma
- Diabetes
- Anaphylaxis (severe allergy)
- Medical information (for general health care or those without specific management plans).
- General health information (to be completed by a general practitioner, psychiatrist or psychologist).

The purpose of Care Plans is to ensure that the school has important information relevant to the student's health, well-being, attendance, learning and care at school. We can then write a 'Health Support Plan' for the child if deemed necessary by the school or if:

- there are any individual first aid requirements (other than a basic first aid response)
- 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/caregiver.

It is the responsibility of the parent/caregiver to:

- request these forms
- ensure all appropriate forms are completed and signed by the doctor
- sign all appropriate forms as parent/caregiver



- return all forms to the front office staff
- update all medical information on the appropriate forms as necessary or at least annually.

Asthma

Students with asthma (even if only 'mild' or 'occasional') need an Asthma Care Plan completed and signed by the 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. All students who require asthma medication must have puffers provided and stored in the front office.

All asthma puffers must have the pharmacist label, including the student's name, stuck on the puffer. Puffers must have the expiry date checked regularly.

Nut Allergy Awareness and School Management

Our school is a 'nut free' site as several students at our site have a known (and documented) life-threatening allergy to nuts (Anaphylaxis).

Families:

- are asked not to send food to school that contains nuts. This includes peanut butter and chocolate-nut spreads such as 'Nutella'.

Students:

- are encouraged to adopt hygienic practices and wash their hands before eating
- are encouraged not to share food.

Staff:

- are supported to attend First Aid training
- are given photographs and details of students with documented medical needs in roll folders, duty bags and temporary relief teaching folders
- will supervise students eating lunch before they go into the yard to play.

Canteen Staff & Volunteers:

- will comply with our site practices.

Medication Management

As much as possible, we encourage students to take medication outside of school hours e.g. three times per day can be taken in the morning before school, straight after school, and bedtime. If prescribed medication needs to be taken at school, students will be supervised in managing this process themselves (where capable) or will be given the medication by front office staff.

- Medication must be provided in the original pharmacist container with directions on the label.
- The student's name must be on the original label.
- Medication must be stored safely and so needs to be taken to the front office and given to a front office staff member for storage. Medication will be handed from adult to adult.
- Students must have a '**Medication Authority**' to be completed **by the authorised prescriber and the parent/caregiver.**
- A maximum of a week's supply is to be provided at any time (except asthma medication).
- It is the parent/caregiver's responsibility to provide the required medication. Staff will fill in the medication log and will notify families if students fail to take their required medication.
- A medication log will be filled out by the front office staff member supervising or giving the medication.

Promotion and Awareness

Our site policy will be promoted by:

- information in the school newsletter as required
- letters home to all families at the start of the year requesting details that include health needs
- new families being advised of School Policy on enrolment and in the Family Handbook for the Pre-school and School
- Governing Council endorsement
- staff being involved in required training and via staff meeting information sharing
- leadership staff contacting families who do not follow the School Policy.

Governing Council Endorsed: June 2023
Review: 2025

