



**ST THOMAS'
PRIMARY SCHOOL**
Educating the whole child

STUDENT HEALTH CARE PROCEDURE

Effective from:
JANUARY 2023

RATIONALE

The Student Health Care Management Procedure has been implemented to improve recognition, treatment and prevention of medical emergencies, particularly for students with identified medical needs. This document outlines duty of care responsibilities for staff and parents/guardians, the use of Health Care Management Plans for students with health conditions that require support from school staff, Parent/Guardian Permission Forms for School Activities (that includes medical information for all students), roles of staff and parents/guardians, needs and risk assessments, staff training, emergency response, communication and review.

PRINCIPLES

1. The Principal shall follow the Student Safety and Wellbeing Executive Directive which informs the basis of this School Procedure.
2. Student safety, wellbeing, welfare and health should be placed as the highest priority in decision making.
3. The principal will promote the lawful and responsible use of medicines and therapies.
4. Healthy eating and lifestyle choices should be promoted as part of the Health and Physical Education curriculum learning area, as well as incidentally during school activities.
5. Staff are provided opportunities by the principal at times during the year for training and information purposes regarding student health related matters, including but not limited to online training for anaphylaxis, asthma, diabetes, epilepsy, and CPR training, where possible.
6. The state and federal government, registration standards for non-government schools, and the Student Safety and Wellbeing Executive Directive guide school compliance on student illness and school responses to student illness.
7. The principal will develop a health care plan for any student presenting with a health issue, as deemed appropriate in line with the Student Safety and Wellbeing Executive Directive.

SCOPE

This policy informs all staff, students, parents, and guardians of St Thomas' Primary School, Claremont.

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t. (08) 9286 9500 | e. admin@stthomas.wa.edu.au
8 Warden Street, Claremont WA 6010 | www.stthomas.wa.edu.au | ABN 86 980 465 900

PROCEDURES

1. IMMUNISATION

The immunisation status of each child will be checked upon entry into Pre-Kindergarten, Kindergarten, Pre-primary and Primary School.

2. MEDIC ALERT

The parent of any child with a serious medical condition requiring urgent medical attention needs to contact the school administration and fill out the necessary documentation. The Leadership Team and class teacher needs to also be notified.

3. MEDICATION

Educational, medical and legal authorities are frequently updating their recommendations on practices and procedures for the administration of medication in schools. In line with Catholic Education Western Australia Ltd (CEWA Ltd), all decisions regarding the storage and administration of medication will be the responsibility of the Leadership Team.

- i. **Non-Prescriptive Pain Suppressants** Non-prescriptive pain suppressants (Aspirin, Panadol, etc) will not be administered by staff without the written permission of the student's parent/guardian. The parent/guardian is responsible for the supply of any medication. It should be noted that aspirin may only be administered to students with a medical practitioner's written instruction because of the possibility of the development of Reye's Syndrome (a potentially fatal disease in childhood). (Handbook for Catholic Schools – Policy 5-G2)
- ii. **Prescribed Medication** The misuse of prescribed medication can place the user in a serious, and in some instances life-threatening, situation. Bulk quantities of medication will not be left on the school premises and all medication will be removed from the school premises at the end of the year.

Parents/guardians must provide written authority for school staff to administer the prescribed medication. The authority form must be renewed at the beginning of each year and updated by the parent as required during the year. Parents/guardians are responsible for advising the Leadership Team, in writing, of any specific requirements when administering the medication. This should include details from the medical practitioner regarding the circumstances for use;

School staff will only administer medication in accordance with the medical practitioner's instructions. No medicine can be administered by staff unless taken from the labelled packet or medicine bottle issued by the medical practitioner;

The Leadership Team must ensure that a student's medical condition and the medication for that condition are brought to the attention of the relevant staff. (Handbook for Catholic schools – Policy 5-G3)

4. STORAGE OF MEDICINES

- a. The prescribed medication will be stored in the school office or in the case of Pre-Primary children, in the Pre-Primary. Access will be restricted to authorised personnel. (Handbook for Catholic Schools – Policy 5-G3) Parents/guardians must ensure sufficient quantities of medication are supplied. All medication sent to the school must be in the labelled packet or medicine bottle issued by the medical practitioner. This must clearly show the:
 - name of medication
 - student's name
 - dosage
 - frequency of dosage
- b. Students are not to carry medication around in their pockets or leave medication in their bags or desks because of the likelihood of other children having access to the medication.

5. COMMUNICABLE DISEASES

Parents are requested to inform the school if a child has had a communicable/infectious disease and is required to observe the exclusion from school period. Public Health Department recommendations for most common infectious diseases are listed below.

Disease	Period of Exclusion
Chicken Pox	Until scabs are healed
Conjunctivitis	Until discharge from eyes has ceased
Diphtheria	Until a medical certificate of recovery NB Contacts excluded also
German Measles	Until at least 4 days after onset of rash
Glandular Fever	Until child is well
Hand, Foot & Mouth Disease	Until all blisters have crusted
Head Lice	Until treatment has commenced
Hepatitis A	Until medical certificate of recovery is received
Hepatitis B & C	Not necessary
Measles	At least 4 days after the onset of the rash
Mumps	At least 9 days after onset of symptoms
Ring Worms	Until the day after treatment has commenced
Scabies	Until mites and eggs are destroyed
Whooping Cough	For 2 weeks from onset of illness or for 5 days after starting antibiotic treatment

(parents/guardians are asked to make contact with the Principal for periods of exclusion for and all other diseases).

6. STUDENTS PRESENTING AT SCHOOL WITH ILLNESS, OR WHO ARE UNWELL

The school can only treat temporary ailments only. Parents will be contacted if the child is unable to continue with school work. Parents' emergency contact details need to be kept current in case their child is sick or injured at school. Parents should not send children to school if they are unwell, as this can result in a child being upset and can spread the illness and infection to other school community members.

7. STUDENT INSURANCE

All children attending CEWA schools (including St Thomas' Primary School) are covered by a 365 day, 24 hour, Accident Insurance Scheme. This cost is included in the annual school fees. Please contact the School Office during school hours for further information.

REFERENCES / RESOURCES / RELATED DOCUMENTS

Student Wellbeing and Safety – Executive Directive (CEWA)
Healthy WA – website (WA State Government)

REVIEW

Approved by	Originally Released	Next Review
NATALIA THOMSON Principal		January, 2026