



For the Whole of Their Life

St Philip's Christian College Waratah

Student Health and Medication Policy

Policy Document Information

Compliance	
NESA	Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6.2
Legislative Requirements	<p>NSW Anti-Discrimination Act 1977 http://www.austlii.edu.au/au/legis/nsw/consol_act/aa1977204 Commonwealth Disability Discrimination Act, 1992 http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264 NSW Work Health and Safety Act 2011 (WHS Act) http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218/ NSW Privacy and Personal Information Protection Act 1998 http://www.austlii.edu.au/au/legis/nsw/consol_act/papipa1998464/ NSW Health Records and Information Privacy Act 2002 ("The Health Privacy Act") http://www.austlii.edu.au/au/legis/nsw/consol_act/hraipa2002370</p> <p>CCH School Principals' Legal Guide www.cch.com.au</p>
Other Policy Relationships	<p>Supervision Policy 2010 WHS Policy Excursion Policy</p>
Document Location	<p>G:\Staff\Policies; Guidelines & Procedures\Medication H:\College Documents\Policies and Procedures\Administration\Medication</p>
Key Dates	
Date of Issue/last revision	January 2017
Review Date	January 2020
Policy Review	This policy will be reviewed every 3 years, or as needed in line with legislative changes and the requirements of the Association of Independent Schools

The College's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and NESA for registration of the school.



St. Philip's Christian College Waratah

Student Health and Medication Policy

General Statement

St Philip's Christian College is committed to meeting its obligations under the NSW Work Health and Safety Act 2011 and the Common Law to keep students safe while they are at school. This is also articulated in our College Mission statement, to continue to "provide quality education in a caring, secure and challenging learning environment; based on Christian beliefs, values and practice."

Part of this obligation is to provide assistance to students who need first aid, become ill at school or who have illnesses and/or require medication on a regular basis. The school has a duty of care to administer and manage these conditions in a responsible and ethical manner.

The College has an obligation to ensure the health and safety of staff, students and others affected through fast and effective responses to emergencies related to health conditions.

This policy provides a generic model for the distribution and management of health conditions, first aid and medication across the College.

Legal liability

Should a student be injured or made ill as a result of the administration of prescribed medication or health care procedures by a member of staff, the staff member is protected by the legal principle of vicarious liability in relation to personal injury proceedings. This means that unless the staff member has deliberately injured the student, or behaved with reckless disregard for the students safety in the administration of the medication or health care procedures, the College will be liable for any injury caused by the negligence of the staff member

1. Objectives – Policy Statement

- This policy aims to set direction for the administration of medical records, management plans and the management and distribution of medication across the SPCC - Waratah K-12.
- To enable students requiring medication to participate as fully as possible in school activities
- To facilitate the attendance of students who have illnesses or ongoing health issues
- To ensure the safety of students requiring medication, other students, staff and other people who have access to the school
- To fulfill government requirements regarding the storage and correct administration of medication to students in schools
- To fulfill the legal responsibility of duty of care towards all students within the school community (including all out-of-school functions organised by school personnel)
- To facilitate professional development of staff members.
- To ensure uniformity, and clarity of roles and responsibilities of personnel.

2. Audience and Applicability

All Staff K-12

3. Context

3.1 We are required under the NSW Work Health and Safety Act 2011 and the Common Law, to keep students safe while they are at school. We also seek to provide opportunities for students to learn about and practise ways of adopting and maintaining a healthy, productive and active life through the student welfare policies and procedures of schools and through Personal Development, Health and Physical Education and other Key Learning Areas.

3.2 On specific issues related to student health and on public health priorities, the College is guided by advice from the NSW Department of Health <http://www.health.nsw.gov.au>. Area Health Services, including Public Health Units <http://www.health.nsw.gov.au/services/> provide information and advice on local health issues.

3.3 The Principal fulfils the role of work place manager for WHS and injury management and therefore is responsible for safety within the Waratah school. The Principal will ensure that policies and procedures are implemented relating to safety within the College, and use resources available to manage safety issues.

4. Legislation

4.1 Under the NSW Anti-Discrimination Act 1977 http://www.austlii.edu.au/au/legis/nsw/consol_act/aa1977204 and the Commonwealth Disability Discrimination Act, 1992 http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264 it is unlawful to discriminate against students in relation to enrolment, or once enrolled, on the grounds of their disability. The definition of disability is very wide in both Acts and would include students who must take prescribed medication and/or who need health care procedures administered either on an ongoing or emergency basis.

4.2 Under the NSW Work Health and Safety Act 2011 (WHS Act) http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218/ the College must do everything reasonably practicable to ensure that students are not exposed to risks to their health or safety while they are at school. Under Common Law, the College has a duty to take reasonable care to keep students safe.

4.3 Under the NSW Privacy and Personal Information Protection Act 1998 http://www.austlii.edu.au/au/legis/nsw/consol_act/papipa1998464/ the College has certain obligations regarding the collection, use and storage of personal information.

4.4 The Health Records and Information Privacy Act 2002 ("The Health Privacy Act") http://www.austlii.edu.au/au/legis/nsw/consol_act/hraipa2002370 protects the health information of individuals in NSW.

5. Responsibilities and delegations

5.1 Principal

5.1.1 To ensure policies and procedures are in place to protect the health and safety of all students when they are at school or attending school activities.

5.1.2 Ensure effective First Aid/emergency care procedures are in place and staff are aware of these. These also include procedures for the temporary care of students who become unwell at school.

5.1.3 Ensure there is an effective system in place for the administration and recording of prescribed medications and health care procedures as well as the supply and storage of medications.

5.1.4 Ensure that procedures are in place for individual health plans to be implemented when needed.

5.1.5 Ensure that staff are regularly inserviced, including practical elements, such as CPR, anaphylaxis and their work place responsibilities

5.1.6 Ensure any workplace incidents/time frames are reported.

5.1.7 Ensure parents are informed of the College's policy in regard to the administration and supply of medication.

5.2 Assistant Principal/Heads of School

5.2.1 Head of Junior School - Ensure immunisation documentation requirements are met on school entry.

5.2.2 Director of Admissions - Ensure that any relevant Student Health information and documentation is asked for and collected at the initial Enrolment interview.

5.2.3 Ensure parents whose children have medical needs supply the College with a Medical Action Plan from their child's doctor.

5.2.4 Ensure staff implement the College's procedures in relation to first aid and emergency care, medications and health procedures

5.2.5 Communicate to staff their responsibilities relating to student health and students with specific health needs.

5.2.6 Nominate specific staff to be responsible for the implementation of first aid, the administering of medications and performing specific health care procedures.

5.2.7 Ensure all procedures are followed in terms of health care and administering of medications.

5.2.8 Ensure relevant sub-school is adequately supplied with first aid/emergency care equipment and supplies.

5.2.9 Ensure first aid kits and relevant student medication is taken with staff on excursions/off site activities.

5.3 Staff

All staff are responsible to:

5.3.1 take reasonable measures to protect students against risk of injury or harm which should reasonably have been foreseen

5.3.2 take reasonable care for the health and safety of all persons in the workplace/and off-site school based activities and to co-operate with the College to ensure the health and safety of all in the workplace, including assisting in an emergency

5.3.3 administer First Aid in an emergency situation

Specific staff (based on their training and job description) are responsible to:

5.3.4 administer prescribed medications, first aid and perform health care procedures in accordance with College procedures.

5.3.5 ensure health qualifications are current and up to date.

5.4 Parents

5.4.1 cooperate with the College on student health matters

5.4.2 inform the College of the health needs of the child at enrolment or when health conditions develop or change

5.4.3 liaise with the child's medical practitioner about the implications of any health condition for the child's schooling and convey advice and information from the medical practitioner and furnish a Medical Action/Alert Plan to the College.

5.4.4 if required, provide prescribed medication and 'consumables' for administration by the College in a timely way and as agreed with the Principal

5.4.5 where relevant, collaborate with the College in planning to support the child's health needs at school including updating information and reviewing medical plans.

5.5 Students

5.5.1 contribute to the provision of a healthy and safe school environment

5.5.2 ensure that medication is taken for the purpose for which it is intended by the person for whom it is intended

5.5.3 co-operate with staff in managing their health

5.5.4 as relevant to the individual, develop the understandings and skills needed to progressively manage their own health

6. Monitoring, evaluation and reporting requirements

This policy will be evaluated and reviewed every three years or as needed in line with legislative changes.

7. Document details and history

This document supersedes Student Medication Policy K-12 (2012).

Additional Materials

Procedures for Health and Medications

Allergy Awareness Guidelines

Asthma Guidelines

Accident/Incident Reporting Policy

Accident/Incident Reporting Procedures

Critical Incident Policy

Excursion Policy

WHS Policy