CARNARVON
CHRISTIAN SCHOOL
"Walk as Children of Light"

STUDENT HEALTH CARE POLICY

Review date March 2027

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STUDENT HEALTH CARE POLICY

1 PREAMBLE

This aim of this document is to give an overview of the various aspects of student health policies and practices in action at Carnarvon Christian School. Detailed Procedures are to be found in the following specific policies dealing with these health areas;

- ***ADMINISTERING MEDICATION***
- ***ANAPHYLAXIS CARE***
- ***ASTHMA CARE***
- ***EXCURSIONS, INCURSIONS AND CAMPS***
- ***FIRST AID, ACCIDENTS AND ILLNESS POLICY***
- ***DIABETES POLICY***

At Carnarvon Christian School the health, safety and welfare of students and staff are of paramount concern. The School is committed to the care, safety and protection of all students attending Carnarvon Christian School. School staff should be well informed and well prepared to manage ongoing health needs and respond to health emergencies.

Carnarvon Christian School will:

- Assist students to access necessary health care while they are attending school or school-based activities.

- Endeavour to ensure that health care standards are met,

- Ensure that identified health risks are minimized and that good personal and environmental health practices are promoted.

- Ensure that staff are able to access advice, resources and training from parents and health professionals when planning to meet the health care needs of students.

- Implement health practices that maintain and promote the good health of all students and staff.

- Establish practices that are responsive to identified health care needs and provide teaching and learning experiences that contribute to the achievement of long-term health outcomes, including the Health and Physical Education learning outcomes.

Promoting a Healthy Lifestyle is an integral component of the School's teaching and learning program. The *Australian Curriculum,* the *Health Promoting Schools Framework* and *SDERA* provide guidelines as to what teachers are to include as part of their programs.

https://wahpsa.org.au/resources/health-promoting-schools-framework/
https://www.sdera.wa.edu.au/

This *Student Health Care Policy* focus is predominantly on the procedures and

actions to be undertaken by CCS in order to address health care or medical matters of students that may need management during school hours.

1.1 RELEVANT LEGISLATION / AUTHORITY

- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Public Health Act 2016 (new act)
- Work Health and Safety Act 2020 (WHS Act.)
- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)

1.2 RELATED POLICIES

- Duty of Care for Students
- Emergency and Critical Incident Management
- Enrolment
- Excursions Off School Site Activities
- Information Privacy and Security
- Occupational Safety and Health
- Records Management
- Risk Management
- First Aid, Accident and Illness
- Asthma
- Administering Medication
- Anaphylactic Shock
- Diabetes

2 PROCEDURES

Procedures in this Policy address the promotion and maintenance of good health in CCS, and include the general management of immediate health care or medical needs while a student is at school. More detailed procedures are available in specific policies [anaphylactic shock, Asthma, First Aid, Accidents and Illness, administering Medication and Diabetes]

2.1 PRINCIPAL'S RESPONSIBILITY

The CCS Principal is responsible for promotion of good health outcomes by:

- Developing and implementing school procedures and practices that promote good health outcomes for all students;

- Ensuring that staff are aware of their responsibilities, rights and all available

management options when providing health care to students;

- Ensuring appropriate personnel and staff training is available for the provision of health care and emergency procedures;

- Respecting staff decisions regarding provision of health care to students;

- Taking action in accordance with advice provided by the Department of Health in managing communicable diseases;

- Personally providing health care within their level of experience for any student in an emergency situation if professional assistance cannot be promptly accessed;

- Seeking Immunisation and health information about students from parents at the point of enrolment; and

- Safe and confidential storage of students' health care records and Health Care Authorizations.

The Principal is also responsible for the managing of identified health care needs of students by:

- Seeking information and advice from parents and health professionals to ensure that the health care needs of students are identified;

- Developing a Health Care Authorisation for students when necessary, monitoring its implementation and maintaining up to date information;

- Ensuring that relevant school staff are fully aware of identified health care needs of students and that the Health Care Authorisation is implemented at school and/or during off-site activities;

- Assessing the training, equipment and resources required to manage identified health care needs;

- Determining whether or not the intensive health care needs of a student can be met by the school;

- Arranging provision of an educational program for students who are absent for more than ten school days because of sickness; and

- Maintaining engagement and participation of chronically ill students in an appropriate educational program.

2.2 STAFF MEMBER RESPONSIBILITIES

Carnarvon Christian School teachers and staff members are responsible for the promotion of good health outcomes by:

- Promoting health practices that maintain good health for all students in the school environment;

- Monitoring the health needs of all students and meeting duty of care obligations by recognising and responding to changing health needs or accidents involving students;

- Implementing agreed school procedures and practices to promote good health outcomes and maintain safety for all students;

- Addressing health learning outcomes, community health promotion priorities or activities within the learning and teaching program; and

- Providing essential health care for a student in an emergency situation if professional assistance cannot be promptly accessed.

Carnarvon Christian School teachers and staff members are responsible for managing identified health care needs of students by:

- Determining whether to agree or not to agree to provide health care and/or medical procedures for identified students;

- Informing the Principal when they do not consider themselves to be confident to provide health care support to students;

- Implementing a Health Care Authorisation for students when necessary, monitoring its implementation and maintaining up to date information;

- Keeping required records about the provision of health care to students;

- Participating in agreed training for the provision of health care or medical procedures, including first aid and emergency procedures;

- Providing an educational program for students who are absent for more than ten school days; and

- Maintaining engagement and participation of chronically ill students in an appropriate educational program under the direction of the Principal.

2.3 PARENT RESPONSIBILITIES

Parents share responsibility with the school to ensure the provision of appropriate health care for their child. This includes:

- Providing accurate and relevant information about their child's health history, any medical condition or health care needs at the time of enrolment and throughout their child's attendance at the school.

- Advising staff if their child is bringing any medication to school and completing a Health Care Authorisation.

- Providing advice about their child's health from a health professional when requested by the Principal;

- Providing written permission for the CCS Principal or identified staff member to be able to directly contact a health professional; and

- Assisting the school to develop a Health Care Authorisation in response to identified health care needs or medical conditions.

2.4 STUDENT RESPONSIBILITIES

Carnarvon Christian School encourages students to take responsibility for the management of personal health care to the extent possible dependent upon their age and the nature of their health care needs. This may include:

- Following school policies, procedures and practices to promote good health outcomes and maintain safety for all students;

- Undertaking personal health care or first aid procedures with the supervision and assistance of staff as required; and

- Administration of his or her own medication and/or health care procedures if a medical practitioner or health professional has deemed this appropriate. (Must be supervised by staff member and signed off in short-term administration of medication)

2.5 ALLIED HEALTH SERVICES

The WA Country Health Service working out of Carnarvon Hospital provides support for the School through a School Nurse and access to Health Professional's such as Speech Pathologists, Occupational Therapists, Physiotherapists and other Specialists.

3. ENROLMENT INFORMATION REGARDING HEALTH

In the Enrolment policy CCS parents are asked to ensure that any medical conditions or health care needs are identified on the Application for Enrolment so they can be addressed by CCS.

At the time of enrolment parents need to provide accurate information regarding their child's health history and any existing medical conditions or health care needs.

Immunisation forms must be presented and copies of them put on file.

3.1 IMMUNISATION INFORMATION

Parents are requested to provide a record of their child's Immunisation history when completing enrolment of their child at CCS.

A student may not have an Immunisation record or the record may be incomplete. The student may be enrolled with the parent being requested to complete the scheduled Immunisations as soon as possible and/or to provide updated records to the school.

For children under 7 years of age parents may request an Immunisation record for their child from the Australian Childhood Immunisation Register.

https://immunisation.health.wa.gov.au/Immunisation-programs-and-schedules

Where a student has not been Immunised the parent may provide an explanation that:

- The child cannot be Immunised; or
- The parent has a personal, philosophical, religious or medical belief that immunization should not occur.

A student who has not been Immunised can be enrolled and attend CCS. The enrolment form must however indicate that the student has not been immunised.

CCS will provide health information to the Department of Health on request.

4 PROMOTING GOOD HEALTH PRACTICES AND OUTCOMES

Carnarvon Christian School shares responsibility with parents for promoting good health practices for all students. The school environment must promote good health with every opportunity being taken to promote good health habits among students. This includes:

- Development and implementation of school policies, procedures and practices that support good health outcomes;
- Addressing learning area outcomes and community health promotion priorities or activities within the learning and teaching program; and
- Maintaining a healthy environment to prevent, to the extent possible, the spread of infection or disease.

CCS staff members contribute to good health of students through maintaining Duty of Care and taking reasonable steps in response to health care needs that may arise during the school day. Staff must take action to address a health care need of which they are aware. This includes monitoring a student's condition, seeking appropriate assistance and informing parents of what action has been taken at school and any health care needs that may need attention from parents outside school hours. (see CCS *Duty of Care Policy*).

Students who become unwell during the day and are deemed by the teacher to require being sent home are taken to the Office and a parent is notified of the situation. This enables the student to be in a quiet environment while waiting for parents to collect.

4.1 PREVENTION OF INFECTION

Carnarvon Christian School promotes good health by;

- Teaching children to wash hands immediately after toileting and before eating;
- Preventing contact with blood or body fluids by providing equipment, such as gloves, to reduce the risk of contact or exposure; regularly cleaning skin or environmental surfaces to reduce the risks of contamination or transmission of infectious disease;
- Avoiding the sharing of eating and drinking utensils; and

- Informing parents about how to support the school in promoting good health practices and reducing transmission of infectious diseases.

4.2 PROVISION OF MINOR FIRST AID

Carnarvon Christian School is required to have appropriate first aid facilities and staff trained in first aid procedures. The Principal will ensure that:

- Adequate first aid services and supplies are available.
- That first aid plans and procedures are available in the first aid cabinet in the staffroom.
- That health plans are developed and implemented;
- A staff member is identified to be in charge of first aid and is provided with relevant training;
- Appropriate facilities are provided, including a supervised, hygienic place for sick or injured students; and
- Suitably stocked first aid boxes are maintained for use at school and during off-site activities or excursions.

Standard precautions for the control of infection, including the control of blood-borne infections and use of recommended cleaning agents, must be followed by school staff as a matter of routine.

5. HEALTH CARE AUTHORISATION

Where a parent indicates that their child has a medical condition or health care needs the Principal will determine the nature of care that may be required at school. This includes identifying the health care practices or procedures that it is reasonable for parents to expect and for school staff to provide.

Health care practices include preventative approaches to minimise risk factors and promote understanding and acceptance of a medical condition by staff and students. A *Health Care Authorisation* is required for all students with identified health care needs (see Appendix 3).

It is developed to assist CCS manage the following health needs of students:

- Short-term responses to particular medical conditions or illnesses;
- Chronic or long term medical conditions;
- Intensive health care needs;
- Mental health problems and severe mental disorders; or
- Medical emergencies or unpredictable health care needs.

A Health Care Authorisation and associated documentation must include written information from the student's parents and, whenever possible, health professionals which:

- Identifies the medical condition, physical and/or mental health care needs;

- Describes possible management implications at school and during excursions or off-site activities;

- Identifies the responsibilities and actions of staff in:

    - Implementing agreed health care procedures, including the administration of medication;
    - Responding to identified student needs;
    - Supporting a student to independently manage their condition or conduct health care procedures to the extent possible;
    - Responding to emergency situations; and
    - Recording the health care procedures provided for the student.

The *Authorisation* must be agreed to by the parents, the Principal and other school staff and if relevant health professionals. It is only current for one school year.

For a student with a long-term or chronic medical condition the CCS review of the *Health Care Authorisation* may coincide with regular medical reviews by health professionals even if this is not at the commencement of the school year.
The Principal must ensure that relevant CCS staff are informed about a *Health Care Authorisation* for a student with a long-term or chronic medical condition at the start of each school year.

Copies of the Health Care Authorisation must be provided to parents and, where appropriate, to students. As a student becomes able to accept responsibility for maintaining their own health and independently conducting health care procedures they should also be made aware of the content of the Health Care Authorisation.

Relevant information from the *Health Care Authorisation* for students with intensive health care needs or those who may need emergency assistance must be made available to all staff that may have responsibility for the student. This will include staff on duty during school breaks or those responsible for excursions or off-school site activities.

5.1 HEALTH CARE AUTHORISATION FOR STUDENTS WITH INTENSIVE HEALTH CARE NEEDS

When specific training is required prior to undertaking a health care or medical procedure in a student's *Health Care Authorisation* the CCS Principal will ensure that staff are informed about their responsibilities and rights, including the option of not agreeing to administer certain health care procedures.

Staff agreement to perform identified medical procedures and the training provided must be recorded in the student's *Health Care Authorisation*.

Emergency procedures and response strategies must be included in the *Health Care Authorisation* for all students with intensive health care needs.

Health Care Authorisations for some students with intensive health care needs, will be reviewed during the school year to ensure that the medical and health care procedures described are accurate and current.

6. ADMINISTRATION OF MEDICATION

Carnarvon Christian School is expected to comply with parent requests for their child to be supervised or assisted in the administration of medication. Parents are required to provide the school with written information about the following:

- The reason for taking medication;
- Details including the name of the medication, dosage, when it must be taken and any other relevant information; and
- Whether the student is able to self-medicate or if staff supervision is necessary.

Students can take responsibility for self-medication if parents advise that this is appropriate. Independent administration of medication will be dependent upon the age of the student and the nature of their health care needs. School staff are required to check that a student has taken their medication and record the student's action.

Each time a student takes medication at school a record must be made in the students record on Compass. Medications and dosages are to be cross checked by another staff member.

Incorrectly labelled or out of date medication or medical equipment that is not in good working order must not be accepted for use by staff.

Individual CCS staff members may decline to administer medication.

6.1 SHORT-TERM MEDICATION

Prior to the administration of medication at CCS, Short medication form will need to be completed.
The other sections do not need to be completed when the administration of medication is for a short-term medical condition (see Appendix 1).

6.2 LONG TERM MEDICATION

All instructions for the administration of long-term medication must be recorded as part of the CCS student's Health Care Authorisation. See appendix 2

Sections 1 and 2 of the Health Care Authorisation must be completed prior to the administration of medication.

Parents are responsible for providing CCS instructions when dosages are adjusted.

6.3 NON-PRESCRIPTION MEDICATION

CCS staff will only administer non-prescription medication, including analgesics, to students whose parents have given explicit permission and where the CCS Health Care Authorisation has been completed.

The CCS Principal will ensure that appropriate protocols have been established, including:

- Parent consent for the provision of non-prescription medication and information regarding any restrictions to the medication that can be provided;
- Processes to monitor administration;
- Processes to communicate with parents if their child makes excessive requests for non-prescription medication; and
- Management of student health care records.

6.4 STORAGE OF MEDICATION

Medication will be stored in the lockable cupboard in the staff room that can only be accessed by CCS staff members, unless it needs to be refrigerated or must be immediately available to a student.

Medications that are required to be refrigerated must be stored in a secure labelled container under the care of the teacher who is responsible for the student.

Alternative arrangements for storing medication must be made when it is necessary for a student to have the medication immediately available.

7. MANAGING INTENSIVE HEALTH CARE NEEDS

Students with intensive health care needs may need attention and care related to their medical condition during the school day.

All relevant health care information must be made available to staff with responsibility for a student with intensive health care needs.
Elements of the *Health Care Authorisation* may need to be prominently displayed to ensure that a school meets its duty of care obligations to a student.

Parents need to provide informed consent about how to best communicate essential information to staff, and when appropriate other students, regarding their child's intensive health care needs and any necessary health care, medical or emergency procedures.

Staff will record their agreement to provide health care or medical procedures in the *Health Care Authorisation*. Individual staff may decline to administer medication, health care or medical procedures to students with intensive health care needs. Medical procedures must only be undertaken by staff following appropriate training.

7.1 MEDICAL PROCEDURES

Students with unstable medical conditions and/or intensive health care needs may require medical procedures to be performed promptly to preserve life. Medical procedures are complex health care procedures that would normally be carried out by a health professional or a person who has been appropriately trained.

Any medical procedure and the staff authorized to undertake the procedure must be incorporated into Section 4 of the student's *Health Care Authorisation* (see Appendix 3).

Agreed medical procedures will only be undertaken at CCS in order to maintain a student's health or in response to an emergency where immediate medical assistance cannot be provided.

Staff will require prior training to ensure that, to the extent possible, a medical procedure for a student is carried out appropriately. CCS Staff can only undertake medical procedures if they have received training and then agreed to carry out the procedure. In all cases requiring medical procedures the Principal, in consultation with the parents, relevant health professionals and the Department of Health will determine the best means to procure appropriate support services, resources or equipment and staff training.

7.2 EXCURSIONS AND OFF SCHOOL-SITE ACTIVITIES

When an excursion or off school site activity is planned at CCS, the teacher and the parents of a child with intensive health care needs must consider the possible impact on the student. Students requiring health care procedures or medical assistance may attend excursions or off site activities provided adequate care can be provided by the staff attending the activity.

Alternative agreements may be reached with the parents about accessing other suitable activities and/or health care procedures as per CCS *Excursions, Incursion, & Camps Policy.*

7.3 STUDENT HEALTH CARE OR MEDICAL RECORDS

Student health care and medical records described in this policy and procedures, including *Health Care Authorisation*s and records of the administration of health care procedures and medication, are deemed to be confidential.

Personal health information must not be disclosed nor made available for purposes other than those specified when it was collected, except with the consent of the person to whom it relates or by the authority of law.

The Principal is responsible for the dissemination of student health care information in a way that takes into account the rights of students and families to privacy, as well as the need for relevant staff to know what health care support is to be provided for a particular student.

All staff administering medication, providing health care or medical procedures for students must make a signed record of the action taken, the time and the date.

8 MEDICAL EMERGENCIES AND DUTY OF CARE

8.1 UNPREDICTABLE MEDICAL EMERGENCIES

The staff providing for emergency assistance must;

- Administer first aid or health care within their level of experience;
- Seek further assistance or medical advice immediately;
- Ensure that assistance offered by more qualified persons is not impeded; and
- Ensure that all actions taken are promptly recorded and that the Principal and the parents are informed.

In a medical emergency the Principal is required to seek medical attention for a student.

In the absence of any trained staff in an emergency, the Principal is required to administer first aid or health care procedures within their level of experience. This cannot be delegated to other staff.

8.2 INFORMING PARENTS ABOUT A MEDICAL EMERGENCY

In the event of an emergency, every effort will be made to contact the student's parents/caregivers.
However medical assistance will be sought prior to advising the parent/caregiver if the student's medical condition is serious or life threatening.

8.3 TRANSPORTING STUDENTS IN A MEDICAL EMERGENCY

If a student requires transportation to hospital, he/she will be placed in a staff member's vehicle. A member of staff will drive the student to the hospital accompanied by two fellow staff members who will look after the child. If a registered health worker is on site they may accompany the child also.
An ambulance will be used for neck or back injuries.

9. MANAGING COMMUNICABLE DISEASES and LICE OUTBREAKS

The Principal will inform Carnarvon Population Health Department staff of the occurrence of any communicable disease at CCS.

CCS will follow the advice of WA Health Department once notification is given. CCS will then follow doctor's advice as to when the student may re-attend school.

The Health Department's current communicable diseases booklet is available online at https://www.health.wa.gov.au/Articles/N_R/Notification-of-infectious-diseases-and-related-conditions

9.1 MENINGOCOCCAL DISEASE, MEASLES, HEPATITIS A

Cases of suspected meningococcal disease, measles, or hepatitis A among students or staff must immediately be reported to the WA Health Department.

No further action or communication with staff or parents is to be taken without consultation and advice from the local Population Health Unit staff.

9.2 HEAD LICE (PEDICULOSIS)

Head lice infestations are common at all schools.
Teachers are not permitted to examine student's hair but if head lice are noticed then the child is sent home for treatment. Students may return to school straight after they have been treated for the infestation.
For further information see: www.health.wa.gov.au/headlice

10 SUN PROTECTION AND PROLONGED HIGH TEMPERATURE

[Refer also to the CCS Sun Smart Policy]
Carnarvon Christian School will not be closed during periods of prolonged high temperature. However, routines and programs will be altered to cater for these extremes.

Parents may keep their child at home and provide an explanation of the absence to the school. They may also withdraw students from the school program in negotiation with school staff.

Students will be permitted to spend recess and lunchtimes supervised in classes on days of heat extremes.

11 STAFF TRAINING

Staff will be required to complete annual online training courses in Asthma and Anaphylaxis attacks.

There will always be at least 1 staff member with a current First aid certificate.
For specific medical procedures, staff will be given training before being allowed to carry out the procedures. CCS staff members have the option of refusing.

12 STUDENTS FALLING ILL AT SCHOOL

CCS does not have an on-site nurse.

Should a student become sick at school, the teacher will decide, after a period of observation, whether or not to call parents to collect the child. The child will be escorted to the front office. The student's parent/ caregiver will be phoned and asked to collect their child.

Teachers may use their discretion and if they suspect the child is not ill, they may observe the child for a period of time before acting. However, should the child continue to complain of illness teachers are to err on the side of compassion.

APPENDIX 1: SHORT TERM MEDICATION

SHORT TERM ADMINISTERING OF MEDICATION

Date: _____

Parent/ Guardian to complete;	
Child's Name	
Date of Birth	
Name of Medication	
Expiry Date	
Dosage to be Administered	
Time(s) to be administered	
Time & dosage medication was last administered	
Condition which requires medication	
Parent's Signature	

Staff Administering medication to complete;	
Time medication was given	
Dosage administered	
Signature Staff member who administered medication	
Signature of witness to medication given	
Description of any side effects after medication	

Carnarvon Christian School

Long Term Administration of Medication

Name:

Medication:

Day	Date	Time Administred	Amount Given	Amount Left	Administered By	Witnessed
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Appendix 3: HEALTH CARE AUTHORIZATION

CARNARVON CHRISTIAN SCHOOL

HEALTH CARE AUTHORISATION

SECTION 1 Student's Personal Details

Student's Name: (surname) _____ (other names)_____

Date of Birth: _____ Gender: M/F

Year Level: _____ Class teacher:_____

Medical condition: (name)

_____

_____

SECTION 2 Administration of Medication

Name of Medication:

Is this prescribed medication: Yes / No Dose:_____

Expiry date of medication Commencement date of medication Conclusion date of medication

__/__/__ __/__/__ __/__/__

Administration instructions (this may be a copy of the pharmacist's label)

_____

_____

Is the student able to self-administer the medication? Yes / No

If not, how will the student be supported by school staff?

_____

_____

Date for review: __/__/__ For long-term administration of medication the medical practitioner may advise that the medication needs to be reviewed more frequently.

How will the medication be stored if a supply is provided to the school?

_____

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Parent Information

I (parent)_____ wish to inform the school that my child (name of student) _____will be taking the above mentioned medication whilst at school and request the support of the school as indicated above.

Signed:_____

Dated:__/__/__

SECTION 3

Medical Emergency Plan for (Student name) _____

Emergency Contacts

Name:_____ Relationship to student: _____

Phone:_____ Mobile Phone: _____

Name:_____ Relationship to student: _____

Phone:_____ Mobile Phone: _____

Emergency Doctor

Name: _____

Address: _____

Phone: _____

Action to be taken in an emergency:

_____

_____

Names of staff responsible for taking action:

_____

_____

Attach additional information to plan if required

Emergency transport requirements:

_____

_____

_____

_____

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In an emergency transport by ambulance will be requested by the principal.
Ambulance cover: Yes / No

Medic Alert number if applicable:_____
Emergency Telephone: Carnarvon Hospital (08) 9941 0555 OR 000

Review date:_____

SECTION 4
Agreement between the school principal, the parent and staff member/s about the student's Health Care Authorization

Student's Name:_____Year Level: _____

Current for the school year:

The following signatories agree to participate in the implementation of this Health Care Authorisation which provides for

- Maintaining health of the student during the school day; and
- Providing health care for the student in emergency situations.

The agreement authorises the school staff to follow the advice of the student's parents and medical practitioner as set out in the Health Care Authorisation. It is valid only for the year indicated and will need to be updated each year, or earlier if there is a change in the student's health necessitating a change to the Health Care Authorisation.

Signature of Parent:_____Date:_____

Signature of Parent:_____Date:_____

Signature of Principal:_____Date:_____

Is this Health Care Authorisation to be shared with all staff? Yes / No

If 'NO" and the information is to be restricted, who will be informed?

_____

_____

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SECTION 5

Treating medical practitioner or health professional information regarding school management of medical conditions and intensive health care needs

Student's Name:_____Year Level: _____

The information from the medical practitioner or health professional provides instructions to enable the school to maintain duty of care and respond to health care needs during school hours.

Medical condition:

_____

Health care procedures:

Health care procedures required and instruction for administration of these procedures:

_____

Is the student able to manage the procedure independently? Yes/No

If the student can manage independently what support is the school to offer:_____

Administration of medication:

Does the student require the administration of medication during school hours? Yes/No

What is the usual dose for the student?_____

if the medication dosage is to vary, what is the minimum and maximum dosage range that the school can administer? Minimum:_____Maximum:_____

Symptoms of over dosage and/or over treatment:_____

_____

_____

When to seek medical assistance for the student:_____

_____

_____

Review date recommended:_____

I verify that I have read this Health Care Authorisation and agree with the school management described.

Health professional name:_____

Contact details:_____

Signature:_____Date: ___/___/___

REVISIONS AND ADDENDA

Revision Date	Clauses Affected	Page Number	Operative Date
February 2010	Whole Document		
February 2012	Whole Document		February 2012
February 2014	Updating the references to current policies. JS	4	February 2014
February 2016	Review whole document		February 2016
April 2016	Updated appendices		April 2016
June 2017	Updated transporting students 8:3	14	June 2017
August 2018	Updated – added Diabetes Policy	3, 4 &15	August 2018
May 2023	Checked no changes		May 2023
May 2024	Updated email on Cover Page		May 2024
March 2025	Updated appendix 2 added long term medication as appendix 2 and previous appendix 2 is now 3		March 2025
19/03/2025	Updated Appendix 3 Health Care Authorisation form	18-20	March 2025
19/3/2025	Add website links Upd WHS Legistation to new Managing communicable disease website Students falling ill at school updated	Page 3 Page 4 Page 14	19 March 2025