



## GUIDELINE

### Student health care plans

Scope (Staff):	Community health staff
Scope (Area):	CAHS-CH, WACHS

#### Child Safe Organisation Statement of Commitment

CAHS commits to being a child safe organisation by applying the National Principles for Child Safe Organisations. This is a commitment to a strong culture supported by robust policies and procedures to reduce the likelihood of harm to children and young people.

This document should be read in conjunction with this [disclaimer](#)

#### Aim

To support nurses working in school settings with their role in relation to student health care plans.

#### Risk

Student health, wellbeing and safety may be compromised if adequate health care plans are not in place and correctly implemented.

#### Background

Within Western Australia (WA) there are many students who experience health conditions that may require support while they are at school. A health condition may be a short-term injury or illness, or a chronic condition requiring long-term management. Some students have conditions which are life-threatening, and a small number have life-limiting illnesses.

The *WA School Education Act 1999* requires parents to provide details of any condition that may call for steps to be taken for the benefit or protection of their child. The Department of Education's (DOE) [Student Health Care in Public Schools Policy and Procedures](#) outline processes for developing and implementing student health care plans.

A health care plan specifies the support required to cater for a student's health care needs while in the care of the school. If required, health care plans incorporate an emergency response plan.

Standardised management and emergency response plans are available to school staff on the DOE intranet. Parents/carers of students requiring health care support at school are asked to complete the relevant health care plan(s) or provide an alternative plan from their medical practitioner. Templates include:

- Form 1 – Student Health Care Summary
- Form 2 – Generic Health Care Management & Emergency Response Plan (including long-term medication needs)
- Form 3 – Administration of Medication (Short-term)
- Form 4 – Severe Allergy/Anaphylaxis Management & Emergency Response Plan
- Form 5 – Mild to Moderate Allergy Management & Emergency Response Plan
- Diabetes (as per Diabetes WA website) (formerly Form 6)
- Form 7 – Seizure Management & Emergency Response Plan
- Form 8 – Asthma Management & Emergency Response Plan
- Form 9 – Activity of Daily Living Planning Form
- Form 10 – Emergency Response Plan for a Student with Special Needs
- Form 11 – Sample Letter to Parents Short/Long-Term Medication
- Form 12 – Record of Health Care Support/Administration of Medication.

The generic health care plan (Form 2) is available for health care needs for which there is no standardised plan. The health care plans are to be completed and signed by the parent/carer. Plans should be updated at least annually and any time the student's health needs change.

Schools use a Risk Management Plan (RMP) for students for whom there is a concern regarding suicidal behaviour and/or self-harm. A RMP identifies foreseeable circumstances where a student may be at risk and outlines strategies to reduce risk.

The principal is responsible for ensuring that health information is recorded on the school's information system and that school administration staff use this system to manage student health care plans. If student health data is transferred to secondary information systems within the school, it is the role of the principal or their delegate to ensure the data transfer has been successful and is accessible in times of emergencies.

A Memorandum of Understanding (MOU) between CAHS, WA Country Health Service (WACHS) and DOE guides the delivery of school health services for students attending public schools. It encourages parties to work in partnership to plan health care for students. The MOU states that health care plans are the responsibility of principals, and that community health nurses may assist in the development of health care plans for students with complex needs (for which no standardised plan is available).

### Key points

- The principal or delegated school staff member is responsible for ensuring health care plans are completed and implemented for students with health care needs.
- Community health nurses play an important role in advocating that students with health care needs have a plan in place and are supported by the school community.
- Community health nurses provide information, referral and support for students and their families in relation to health care needs.

- Community health nurses form an integral part of a school’s student health support provision, including:
  - Advice and assistance with the development of health care plans for students with complex or chronic health care needs for which no standardised plans are available
  - Assistance with case coordination for students with complex or chronic health care needs, and
  - Advice, guidance and information, including advice about accessing external training for school staff to effectively support student health care.
- The support of community health nurses in this work is negotiated at the school level. This may involve establishing communication processes about students with health care needs and health care planning.
- Community health nurses are not responsible for completing administrative tasks associated with student health care plans.
- The responsibility for the storage and administration of medication resides with the principal.
- Nurses maintain accurate, comprehensive and contemporaneous documentation of assessments, planning, decision making and evaluations; in electronic and/or written health records according to CAHS-CH and WACHS processes.

Related policies, procedures and guidelines
The following documents can be accessed in the <b>Clinical Nursing Manual</b> via the <a href="#">HealthPoint</a> link, <a href="#">Internet</a> link or for WACHS staff in the <a href="#">WACHS Policy</a> link
School-aged health services
School-aged health services - primary
School-aged health services - secondary
Catheterisation
Gastrostomy device management
Medication management in education support schools
Midazolam administration
Nasogastric tube management
Oxygen administration (prescribed)

Tracheostomy
The following documents can be accessed in the <a href="#">CAHS Policy Manual</a>
Paediatric Goals of Patient Care
The following documents can be accessed in <a href="#">WACHS Policy</a>
Enhanced Child Health Schedule
The following documents can be accessed in the <a href="#">Department of Health Policy Frameworks</a>
Consent to Treatment Policy
Guidelines for Protecting Children
Infection Prevention and Control policies
Patient Confidentiality Policy
Department of Education <a href="#">Policies website</a>
Duty of Care for Public School Students Policy and Procedures
School Response and Planning Guidelines for Students with Suicidal Behaviour and Non-Suicidal Self-Injury
Student Health Care in Public Schools Policy and Procedures

### Related forms

Management and emergency response plans available via the Department of Education intranet.

### Related resources

The following resources can be accessed from the [CAHS-Community Health Resources](#) page on HealthPoint

MOU between DOE, CAHS and WACHS for the provision of school health services for students attending public schools: 2020-2021

Information session for Education Staff (Anaphylaxis)

Information session for Education Staff (Asthma)
Information session for Education Staff (Diabetes)
Information session for Education Staff (Epilepsy)
Working With Youth – A legal resource for community based health professionals

This document can be made available in alternative formats on request.

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