



GUIDELINE	
<b>Student health care plans</b>	
<b>Scope (Staff):</b>	School health
<b>Scope (Area):</b>	CACH, WACHS

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

## Aim

To support nurses working in school settings of 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 followed.

## Background

Within Western Australia (WA) there are many students who have a health condition that may require support at school to enable them to achieve their full academic potential. The health condition may be a short term injury or illness, or a chronic condition requiring long-term management. Some students have conditions which can be life-threatening, and a small number have life-limiting conditions.

The WA School Education Act (1999) requires parents to provide, at enrolment, details of any condition that may call for steps to be taken for the benefit or protection of the student. The Department of Education's (DOE) [Student Health Care Policy](#) and [Student Health Care Procedures](#) outline the processes for managing students' health while in the care of the school.

This involves the use of health care plans that detail the required management and emergency responses to support the health condition for each relevant student. The Principal, or Department of Education delegate, is responsible for ensuring health care plans are completed and implemented.

Standardised health care plans for the following health conditions are available as links through the DOE Student Health Care Procedures. Parents/caregivers of students requiring health care support at school are asked to complete the relevant health care plan(s) or to provide an alternative plan from their medical practitioner.

- Severe allergy/anaphylaxis
- Mild and moderate allergies
- Diabetes
- Seizure management
- Asthma

- Activities of Daily Living

A generic template is also 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/caregiver at enrolment. Plans should be updated at least annually or when the student’s health needs change.

The Principal is also responsible for recording health information on the school’s information system and ensuring the 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 Principal/DOE delegate’s role to ensure that this data transfer has been successful and is accessible in times of emergencies.

### Key Points

- Completion of health care plans is the responsibility of the school Principal (or delegated school staff member), as per the DOE *Student Health Care Policy and Procedure*.
- Nurses are not responsible for completing administrative tasks associated with health care plans.
- Nurses may assist in the development or review of health care plans for students with complex health needs by liaising with the student, parents/caregivers and relevant medical or health professionals when required. This role is to be negotiated and included in the School Level Agreement.
- Nurses may assist schools to access appropriate information, training and resources for school staff so they can competently care for students with identified health needs. Refer to the *Practical training resources* on HealthPoint for further information.
- The responsibility for the storage and administration of medication resides with the school Principal. Refer to the *Medication management in education support schools* policy for further information.

Related internal policies, procedures and guidelines
The following documents can be accessed in the Community Health Manual via the <a href="#">HealthPoint</a> link or the <a href="#">Internet</a> link
School health service
Medication management in education support schools

Related internal resources
The following resources and forms can be accessed from the <a href="#">HealthPoint CACH Intranet</a> link
Memorandum of Understanding (MOU) with Department of Education (DOE) for the provision of school health services 2017 – 2019

Practical training in the administration of adrenaline autoinjector
Practical training in asthma management
Practical training in diabetes management
Practical training in seizure management

<b>Useful external resources</b>
Student Health Care <a href="#">Policy and Procedures</a> (Department of Education)

This document can be made available in alternative formats on request for a person with a disability.

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Reviewer / Team:	Clinical Nursing Policy Team		
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