



Department of
Education

Student Health in Public Schools procedures

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These procedures must be read in conjunction with the Student Health in Public Schools Policy.

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These procedures must be read in conjunction with the Student Health in Public Schools Policy.

1. Policy supported

Student Health in Public Schools Policy

2. Scope

These procedures apply to all employees.

3. Procedures

3.1 Implement a whole school approach to promote student health

The principal implements a whole school approach to promote student health in accordance with the requirements set out in the Appendices.

Guidance

In this document, it is the principal's responsibility, as site manager, to manage its implementation. This does not mean the principal will personally undertake the duty, rather to ensure systems, processes and roles are established and staff are aware of these.

A whole school approach recognises that all aspects of the school community can impact positively upon student wellbeing, engagement and achievement. A whole school approach may include consistent practices, procedures and programs, shared messaging or written plans tailored to the school context.

Culturally responsive approaches and practices consider the social, cultural and historical contexts of the school community. Culturally responsive practices aim to create the conditions for Aboriginal students to experience cultural safety.

The Health Promoting Schools Framework can assist schools to develop a whole school approach which considers the broad health needs of the school community. These health needs are addressed using a combination of strategies linked to:

- curriculum (teaching, learning and professional learning)
- environment (school ethos and policies)

- partnerships with student, families and the local community.

3.2 Plan for medical emergencies

The principal:

- develops emergency response plans for students with specific health conditions in consultation with parents and informed by health professionals
- plans for the administration of first aid in accordance with Appendix D: first aid and first aid system
- plans for the management of anaphylaxis in accordance with Appendix H: specific health conditions
- plans for when students are engaged in off-site activities or reside in Residential Colleges in accordance with Appendix G: manage student health care
- familiarises staff with their roles and responsibilities
- develops processes to communicate with staff, parents, health services and the principal, if off-site
- plans for:
 - student movement and supervision
 - student transport
 - post-incident support for staff and students.

3.3 Implement plans and processes to respond to the health needs of students

The principal:

- places the needs of the student at the centre of health care planning
- enacts culturally responsive approaches and practices when working with Aboriginal students, their families and communities
- provides parents with the Student Health: Parent Information Brochure (staff only) and Student Health Care Summary (staff only) form at enrolment;
- works with parents and health professionals to develop student health care plans using one or more of the Department's standardised forms (staff only) or nationally endorsed planning documents

- familiarises staff with their rights and responsibilities
- develops processes to support the implementation of student health care plans in consultation with staff
- arranges the training necessary for staff who deliver Personal Care in Schools (PCIS) (staff only)
- implements, reviews and updates student health care plans in consultation with parents and staff
- advises parents of long-term changes to school processes that support the implementation of student health care plans
- applies the requirements in Appendix E: manage medical emergencies and Appendix F: administration of medication
- maintain student health records in accordance with Appendix I: record keeping.

Guidance

Parents provide information about their child's health care needs as informed by health professionals. The principal works in partnership with parents and use this information to develop the student's health care plan.

It is important to consider the diverse backgrounds and, where possible, the experiences of families when requesting health information. In circumstances where literacy and/or language is a barrier, it is expected that parents are supported to complete relevant health care documentation. Information is available on how to access interpreting services (staff only).

If parents choose not to provide this information, they should be informed in writing of the possible implications. If parents do not respond to written communication, the principal may:

- in the case of students who are independent minors as per Section 147 of the School Education Regulations 2000, deal directly with the student who can make their own health care decisions
- seek agreement from the parent to liaise directly with the student's medical practitioner
- if the school becomes aware that a student has a complex and/or potentially life-threatening condition, seek advice from the regional education office, community health nurse and/or Legal Services, or
- report a concern of medical neglect to the Department of Communities, Child Protection and Family Support by following procedure 3.6 for principals in the Child Protection in Department of Education Sites policy.

Schools have a responsibility to support student health including the administration of medication and first aid and delivery of PCIS. An employee can decline requests to administer medication, non-emergency first aid and/or deliver PCIS if the employee has reasonable belief they are not capable of such support or

believes it is unreasonable as part of their employment. Reasonable belief may include cultural, physical or medical reasons that impede an employee's ability to provide this support.

The Department is vicariously liable for an employee's conduct. An employee is extensively covered for liability arising from their employment unless the employee has acted in a deliberately wrongful or outrageous way. This coverage includes duties undertaken to support student health which may or may not be stated in the employee's JDF.

The Department is responsible for compensating a person harmed as a result of the employee's conduct. An employee will be eligible for compensation (staff only) if injured while supporting student health.

Resources available to schools include financial, physical and specialist support (staff only). Principals who believe the school may not be able to provide the level of health care support required to sustain health or life for students with high-risk health conditions should refer the matter to their Director of Education.

4. Definitions

All school staff

All teaching and non-teaching staff employed by the Department of Education who work on school sites.

Culturally responsive

The ability to understand, interact and communicate effectively and sensitively with people from a cultural background that is different from one's own. It is characterised by respect for culture, ongoing self-reflection, expansion of knowledge and commitment to improving practices and relationships, and is responsive to the diverse needs, backgrounds, experiences and knowledge of all students. In the Western Australian context, this is first and foremost for Aboriginal students.

Cultural safety

Is determined by Aboriginal people, and is experienced when Aboriginal people are in environments and relationships where:

- their presence is welcomed and respected
- their experiences are believed and validated
- their cultures are centred and valued
- their knowledge and skills are recognised and supported
- their advice is listened to and acted upon
- they do not experience racism in any form.

First aid

The immediate treatment or care of a person who is injured or becomes ill.

Health care plans

Specify the support required to cater for a student's health care needs while in the care of the school. Standardised management and emergency response plans (staff only) are available for common health conditions.

Health professional

A practitioner registered with the Australian Health Practitioner Regulation Agency including, but not limited to, medical practitioners, nurses, psychologists, occupational therapists and speech therapists.

Independent minor

Students under 18 years of age, living independently whom the principal determines to be an independent minor (under Regulation 147 of the School Education Regulations 2000), may sign their own consent forms.

Medical emergency

A sudden or unexpected threat to health which requires an urgent assessment and alleviation of symptoms.

Medical practitioner

A person registered or licensed as a medical practitioner, such as a doctor, psychiatrist or medical specialist, under a law of a State or Territory that provides for the registration or licensing of medical practitioners.

Mental health

Mental health is a state of wellbeing in which an individual realises their own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to their community.

Non-emergency first aid

Treatment given to an injury or illness that is considered not urgent or life-threatening.

Non-suicidal self-injury (NSSI)

Is a deliberate act to harm oneself without the intent to die, usually to reduce uncomfortable or distressing emotions and often repetitive in nature. NSSI can be referred to as self-harm (the term deliberate self-harm is also used by health care professionals).

Parent

In relation to a child, means a person who at law has responsibility for the long-term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

Personal Care in Schools (PCIS)

Is provided in education settings to enable primary and secondary school students to attend school and maximise their safety, comfort, independence, dignity and privacy. Personal care activities can include:

- mealtime management
- toileting and hygiene management
- mobility and positioning
- health care supports.

PCIS can be delivered by people who do not have a health professional qualification whereas medical procedures are those that only medical practitioners are credentialed to perform. Some activities may require formal training.

Suicidal behaviour

Includes suicidal ideation, communications, attempts and suicide.

Whole school approach

A whole school approach involves addressing the needs of students, staff and other members of the school community through a collective and collaborative approach to improving student learning, behaviour and wellbeing, and the conditions that support these.

5. Related documents

Relevant legislation or authority

[Age of Majority Act 1972 \(WA\)](#)
[Children and Community Services Act 2004 \(WA\)](#)
[Disability Discrimination Act 1992 \(Cth\)](#)
[Disability Standards for Education 2005](#)
[Equal Opportunity Act 1984 \(WA\)](#)
[Food Act 2008 \(WA\)](#)
[Food Regulations 2009 \(WA\)](#)
[Health Act 1911 \(WA\)](#)
[Medicines and Poisons Act 2014](#)
[Medicines and Poisons Regulations 2016 \(WA\)](#)
[Mental Health Act 2014 \(WA\)](#)
[Privacy Act 1988 \(Cth\)](#)
[Public Health Act 2016 \(WA\)](#)
[Public Sector Management Act 1994 \(WA\)](#)
[School Education Act 1999 \(WA\)](#)
[School Education Regulations 2000 \(WA\)](#)
[State Records Act 2000 \(WA\)](#)
[Work Health and Safety Regulations 2022](#)

Related Department policies

[Child Protection in Department of Education Sites](#)
[Dress Codes for Students in Public Schools](#)
[Duty of Care for Public School Students](#)
[Enrolment in Public Schools](#)
[Incident Management on Department of Education Sites](#)
[Records Management](#)
[Risk and Business Continuity Management](#)
[Work Health and Safety](#)

Other documents

[Access the Aboriginal Cultural Standards Framework \(staff only\)](#)

[Australian Dietary Guidelines 2013](#)

[Code of Conduct and Standards \(staff only\)](#)

[Excursions in Public Schools \(staff only\)](#)

[Memorandum of Understanding between the Department of Education, Child and Adolescent Health Service and WA Country Health Service for the delivery of school health services \(staff only\)](#)

6. Contact information

Policy manager:

Director

Student Engagement and Wellbeing

T: (08) 9402 6100

Policy contact officer:

Principal Consultant,

Student Engagement and Wellbeing

T: (08) 9402 6448

7. History of changes

Effective date

1 January 2015

Last update date Procedure version no.

3.0

Notes

Major review undertaken, Student Health Care Policy and Procedures endorsed by Director General on 19 September 2014

Effective date	1 January 2015
Last update date	17 August 2015
Procedure version no.	3.1
Notes	Updated link to Communicable Disease Guidelines. D15/0323757

Effective date	1 January 2015
Last update date	22 February 2016
Procedure version no.	3.2
Notes	Updated contact information D16/0154847

Effective date	1 January 2015
Last update date	15 June 2016
Procedure version no.	3.3
Notes	Amendment to Guidance under Section 3.2. Replaced Schools Plus with Disability Services and Support. D16/0373851

Effective date	1 January 2015
Last update date	11 August 2016
Procedure version no.	3.4
Notes	Updated contact information D16/0522722

Effective date	1 January 2015
Last update date	3 August 2017
Procedure version no.	3.5
Notes	Updated broken links D17/0329162

Effective date	1 January 2015
Last update date	21 February 2018
Procedure version no.	3.6

Notes	Updated contact information D18/0075906
Effective date	1 January 2015
Last update date	29 August 2018
Procedure version no.	3.7
Notes	Minor changes to include reference to Public Schools D18/0151652 and updated legislation links D18/0207680.
Effective date	1 January 2015
Last update date	22 July 2019
Procedure version no.	3.8
Notes	Minor changes to include immunisation requirements for enrolment D19/0326508
Effective date	1 January 2015
Last update date	2 September 2019
Procedure version no.	3.9
Notes	Minor changes to clarify immunisation requirements for enrolment D19/0407471.
Effective date	1 January 2015
Last update date	19 January 2021
Procedure version no.	3.10
Notes	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.
Effective date	1 January 2015
Last update date	9 February 2021
Procedure version no.	3.11

Notes	Minor changes to Broken Links, Titles of Forms, Legislation Titles and Contact Details.D21/0062242
Effective date	1 January 2015
Last update date	29 October 2021
Procedure version no.	3.12
Notes	Minor change to Anaphylaxis links D21/0617744
Effective date	17 July 2023
Last update date Procedure version no.	4.0
Notes	Major review undertaken (D22/0855653) endorsed by Director General on 23 February 2023
Effective date	17 July 2023
Last update date	27 February 2023
Procedure version no.	4.1
Notes	Minor changes to update hyperlinks and appendices (D23/0393000)
Effective date	17 July 2023
Last update date	3 April 2023
Procedure version no.	4.2
Notes	Minor update to Appendix A as per D23/1000614
Effective date	17 July 2023
Last update date	4 October 2023
Procedure version no.	4.3
Notes	Minor update to contact details D23/1582068

Effective date	17 July 2023
Last update date	5 December 2023
Procedure version no.	4.4
Notes	Minor update to Appendix B: Healthy Food and Drink D23/1840417

Effective date	17 July 2023
Last update date	20 April 2026
Procedure version no.	4.5
Notes	Changes to Appendix B, Organisational name change WA Schools Canteens Assoc to Foodcore Nutrition Services. 2 broken weblinks. Removal of words 'as compliance' published 20.3.26. Major review still in progress. Approval D26/0234471

8. Appendices

Appendix A: [Mental Health](#) (PDF file - 80.6kB)

Appendix B: [Healthy Food and Drink](#) (DOCX file - 41.4kB)

Appendix C: [Sun Protection and Heat Management](#) (PDF file - 165.1kB)

Appendix D: [First Aid and First Aid System](#) (PDF file - 119.5kB)

Appendix E: [Manage Medical Emergencies](#) (PDF file - 130.4kB)

Appendix F: [Administration of Medication](#) (PDF file - 126kB)

Appendix G: [Manage Student Health Care](#) (PDF file - 183.4kB)

Appendix H: [Specific Health Conditions](#) (PDF file - 136kB)

Appendix I: [Record Keeping](#) (PDF file - 110kB)

9. More information

Supporting content

Policy

[Student Health in Public Schools Policy](#)

Procedure review date

17 July 2026

Procedure last updated

5 December 2023