



# **Student Health Policy and Procedures**



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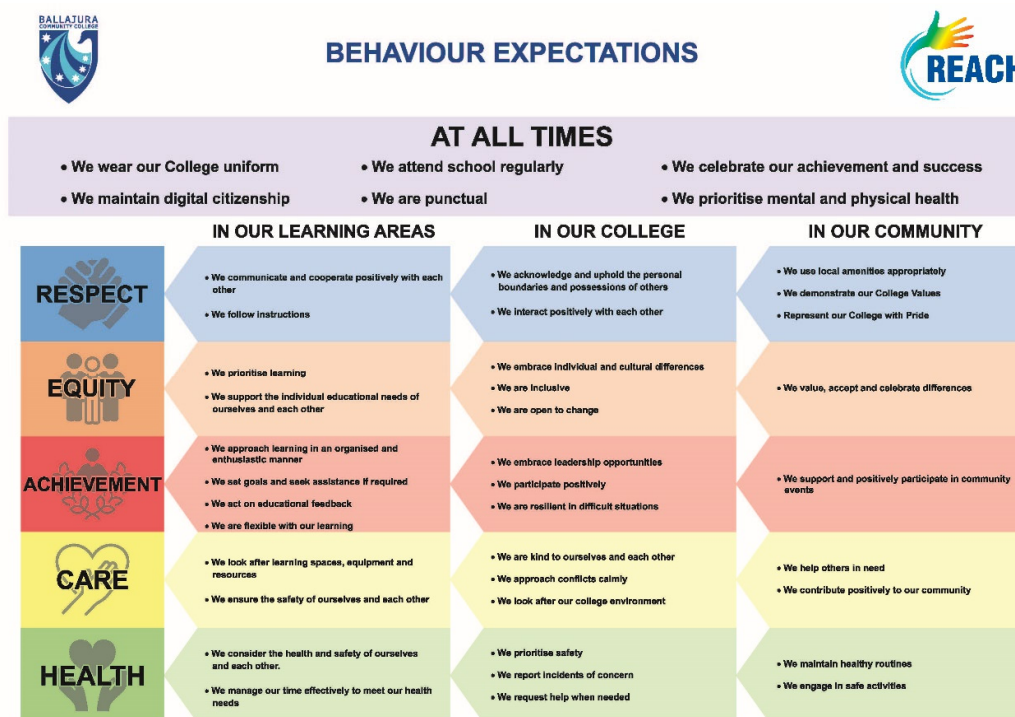
# Policy Rationale

Positive student health is linked to enhanced learning outcomes, high academic achievement and responsible life choices. Young people today grow up in an environment that increasingly encourages negative risk-taking behaviour through negative role models, peer influence, ambiguous role expectations and social /media influence amongst other factors. Young people develop these risk-taking behaviours in varying degrees which may impede their educational progress. All efforts to improve school performance also need to include improving the health status of young people.

Health is a core component of our College values and Behaviour Expectations (also known as Code of Conduct) and places importance on a shared responsibility for strengthening student health between the school, student, parents/carers and the broader community. Ballajura Community College strengthens positive student health by providing a connected, inclusive, supportive and culturally safe environment that maximises attendance, engagement, positive behaviour and student outcomes.

In the context of Ballajura Community College, 'Health' incorporates:

- Mental health – the 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;
- Physical health - the state of the physical body and how well it is functioning. Physical health covers a wide range of areas including nutrition, activity, hygiene, disease and injury.



## Section 1: Student Health Supports

### Whole school approaches to promoting student health

A whole-school approach is the most effective way to foster positive health. It enables young people to strengthen their sense of connectedness, build their resilience and achieve their best possible health.

#### **Student Wellbeing Framework**

Our College is committed to providing quality education to all students in a safe, inclusive and caring learning environment that promotes student wellbeing, safety and positive relationships so that students can reach their full potential.

Our *Student Health Policy and Procedures* reflects the principles of the Australian Student Wellbeing Framework;

- **Leadership** – the Principal and school leaders play an active role in building a positive learning environment where the whole school community feels included, connected, safe and respected
- **Student voice** – students are active participants in their own learning and wellbeing, feel connected and use their social and emotional skills to be respectful, resilient and safe
- **Support** – school staff, students and families share and cultivate an understanding of wellbeing and positive behaviour and how this supports effective teaching and learning
- **Inclusion** – all members of the school community are active participants in building a welcoming school culture that values diversity and fosters positive, respectful relationships
- **Partnerships** – families and communities collaborate as partners with the College to support student learning, wellbeing and safety



## Communication strategies

Information regarding positive health is regularly communicated to staff members, students, parents/carers and families through a variety of methods including;

- The Ballajura Community College website
- Policy documents
- Schoolzine newsletter
- Assemblies
- Facebook
- SEQTA notices
- Email and SMS
- Telephone conversations
- Pastoral Care Group (PCG) sessions
- Parent, teacher and student meetings
- Reports
- Staff meetings
- School Board and P&C meetings
- Education Department website

In communicating with parents/carers, staff will take into consideration any language, cultural, medical or mental health factors and availability of the parent/carer and provide support as required.

Students are acknowledged for demonstrating positive health related behaviours through specific and targeted feedback, REACH recognition SEQTA messages to students and parents/carers and the awarding of House points and REACH certificates of excellence. REACH awards are also presented at year group and whole school assemblies.

Staff use the SEQTA Student Information Panel (SIP) to record positive and negative student health related behaviours and communicate to parents/carers about such matters via email. Staff are required to align behaviours to the REACH values and record factual details using the situation, action, outcome format. Templates have been developed to assist staff with the efficient recording of relevant information.

Teachers tag parents/carers into all commendations and awards for positive health related behaviour entered into SEQTA. Staff providing detailed information for Student Services follow up of health issues and emergencies will tag relevant Student Services staff into SEQTA entries. The Student Services team are responsible for communicating with parents/carers regarding any health issues or emergencies. Telephone communication is the preferred method, however, other modes of communication (e.g. text) may be used as relevant or required.

## Health initiatives

Whole school participation in a variety of community health initiatives is coordinated by the Learning Environment Committee, the Aboriginal Education team, Student Council with support from a range of staff, students and community partners. These include:

- Harmony Day – a celebration of inclusiveness, respect and belonging for all Australians, regardless of cultural or linguistic background, united by a set of core Australian values;
- NAIDOC Week - a celebration to recognise the history, culture and achievements of Aboriginal and Torres Strait Islander peoples;
- National Aboriginal and Torres Strait Islander Children's Day – a day to learn about the crucial impact that culture, family and community play in the life of every Aboriginal and Torres Strait Islander child;
- RUOK Day – a national day of action to ensure people in our world feel supported and connected, long before they're in crisis.

A range of other health initiatives are promoted through College communications and activities.

## **Student health information**

The College places the needs of the student at the centre of health care planning and enacts culturally responsive approaches and practices to respond to the health needs of students. It is important that parents/carers provide the College with information about their student's health and health care needs and regularly update this information. The College uses this information to:

- support the student to safely engage in learning activities including excursions;
- develop health care plans to assist with managing health conditions;
- plan effective responses to emergency situations;
- effectively administer first aid should the need arise;
- work with external agencies, where appropriate, to support a student's health care.

Parents/carers provide this information and updates to the College through:

- completion of the Student Health Care Summary form at enrolment;
- consent 2 Go when approving a student's participation in an excursion;
- Workplace Learning and/or externally delivered Vocational Education and Training (VET) parent/carer consent forms;
- responding to the College's annual request for updated information;
- contact with the College and completion of an Update Student Details form;
- provision of medical advice/information from a medical practitioner.

Student's health information is confidential and is:

- uploaded into SEQTA to ensure all staff are aware of health care needs;
- retained in the student's school file;
- stored in the student's confidential student file where it contains sensitive information;
- shared if:
  - parents/carers or students who are independent minors provide consent;
  - there is an imminent threat to the student;
  - there is a specific agreement in place for sharing health information;
  - there is a legislative capacity or requirement to share the information.

School Psychologist and Community Health Nurse' medical or clinical records are confidential documents which are owned by the health service provider. In most routine circumstances, personal and health information contained in clinical records will not be disclosed to school staff, however, there are some circumstances when collaboration may be crucial to safeguard the welfare and safety of individuals

Students who are adults aged over 18 or are independent minors can:

- complete their own health care documentation;
- provide consent;
- self-medicate;
- request access to their school health records.

## **Personal Care in Schools (PCIS)**

Personal care supports are implemented for students with special needs to 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.
- form part of a student's individual education or health care plan developed in consultation with parents/carers and relevant external agencies;
- are delivered by school staff;
- may require specific formal training.

## **Welcoming and inclusive classroom environments**

Staff create learning environments where students are actively engaged in the curriculum, feel safe, supported and included to develop a sense of belonging and pride in the school.

Ballajura Community College staff will:

- ✓ greet students warmly at the classroom door;
- ✓ demonstrate personal interest to build relationships with students ;
- ✓ model appropriate behaviour and positive attitudes;
- ✓ set and clearly communicate high expectations for achievement and behaviour
- ✓ provide instructional supports, accommodations and modifications, as needed, to set students up for success and minimise frustration and negative behaviour choices;
- ✓ promote the use of cooperative learning strategies;
- ✓ respond to the efforts of the students by providing praise and immediate and specific feedback;
- ✓ consider a seating plan;
- ✓ acknowledge positive behaviour, attitudes, communication, empathy, acceptance and social problem solving;
- ✓ show awareness and respect for the cultural and linguistic diversity of Aboriginal students;
- ✓ show awareness and respect for the cultural and linguistic diversity of students from the 50+ nationalities represented at the College;
- ✓ demonstrate equity by showing acceptance of diversity;
- ✓ use humour as a helpful tool in diverting problems.

## **Pastoral Care Groups (PCG)**

Student Services coordinate the delivery a social emotional learning (SEL) curriculum through PCG. The program builds young people's capacity to acquire and apply knowledge, skills, and attitudes:

- develop healthy identities;
- manage emotions;
- achieve personal and collective goals;
- feel and show empathy for others;
- establish and maintain supportive relationships;
- make responsible and caring decisions.

Research shows SEL leads to:

- improvement in students' social and emotional skills, attitudes, relationships, academic performance, and perceptions of classroom and school climate
- decline in students' anxiety, behaviour problems, and substance use
- long-term improvements in students' skills, attitudes, prosocial behaviour, and academic performance

This approach aligns to the School Curriculum and Standard's Authority's K-10 Curriculum and Assessment Outline - General Capabilities – Personal and social capability.

## Chill out rooms

Safe and comfortable spaces for students to calm, de-escalate, de-stress or 'chill out' are located in Student Services and the Wellness Centre. Students are able to access these spaces during break times, by teacher referral during class times or when requested to do so by Student Services staff as part of a response to managing a health or behaviour issue. Students are required to use the space responsibly for the purpose for which it is intended and return to class as soon as possible.

## Sun safety and heat management

Sun protection and heat management strategies aim to reduce students' exposure to UV radiation and minimise the risk of sunburn, dehydration and heat related illnesses. Our College implements the following strategies:

### Shade and Shelter

- **Ensure shade availability:** Utilize shaded areas such as trees, umbrellas, or shelters during outdoor activities.
- **Schedule outdoor activities:** Plan activities outside peak UV hours (10 a.m. – 3 p.m.) to minimize direct exposure.
- **Indoor options:** On extreme heat days, consider moving outdoor activities indoors.

### Hydration

- **Water breaks:** Encourage regular water breaks every 20-30 minutes during outdoor activities.
- **Water access:** Provide access to drinking water fountains. Remind students to bring refillable water bottles.
- **Monitor signs of dehydration:** Watch for symptoms such as dizziness, dry mouth, and fatigue.

### Sun Protection

- **Sunscreen:** Encourage the application of broad-spectrum SPF 30+ sunscreen at least 20 minutes before going outside. Reapply every two hours or more frequently if sweating or swimming.
- **Hats:** Recommend students and staff to wear hats that shade the face, neck, and ears.
- **Sunglasses:** Encourage the use of sunglasses with UV protection to prevent eye damage.

### Heat Management

- **Rest periods:** Incorporate rest breaks in shaded or cool areas during prolonged outdoor activities.
- **Temperature checks:** Monitor weather conditions and modify activities when the heat index exceeds safe levels.
- **Cooling:** Air conditioning is available throughout the College

### Emergency Preparedness

- **Students with health conditions:** Identify students with known medical conditions who are likely to be impacted by extreme heat
- **First aid:** Ensure first aid kits are equipped with sunburn and heat-related illness supplies.
- **Heat-related illness response:** Train staff to recognize and respond to heat exhaustion, heat stroke, and sunburn.
- **Emergency contacts:** Have up-to-date emergency contact details for all students and staff.

### Communication

- **Inform parents:** Send reminders about the importance of sun protection (hats, sunscreen, hydration) before outdoor events.
- **Student education:** Teach students about sun safety and the risks of prolonged heat exposure.

When an extreme heat event is predicted, the College will implement the Extreme Heat Action Plan and communicate this to parents/carers.



## **Breaktime supervision**

Teachers are allocated breaktime supervision duties and will:

- be highly visible (wear vest provided);
- arrive on time and actively move around the allocated area;
- model positive communication and behaviour to build positive relationships with students;
- recognise and reinforce positive breaktime behaviours, health habits and attitudes;
- use low-key strategies and relevant positive behaviour management responses to intervene early in addressing negative behaviours;
- communicate with the duty Teacher-In-Charge (TIC) for support as required;
- record positive and negative health behaviours in SEQTA and share with parents/carers.

## **Healthy food and drink**

The College canteen and café services are outsourced to an external provider who supplies a range of healthy and tasty menu options for our students. The Principal ensures that the provider:

- employs staff who have completed the FoodSafe Food Handler training and All about Allergens training;
- has appointed a Food Safety Supervisor;
- is compliant with the Australian New Zealand Food Standards Code;
- complies with the Western Australian School Canteen Association (WASCA) requirement to supply a menu with at least 60% green choices, no more than 40% amber choice, no red choices; savoury commercial items maximum of two days per week (refer to Appendix I).

Food is often included in programs that acknowledge and reward students for meeting REACH values and Behaviour Expectations targets, school camps and excursions, whole school and group activities and initiatives, fundraising events, and, curriculum and vocational education and training (VET) programs. When selecting the menu for these purposes, consideration is given to cultural, religious and spiritual influences as a sign of respect for the cultural diversity of our College, in addition to the nutritional value of the foods.

## **Alcohol and drug education**

Staff, students or visitors to the College, whilst on College grounds, at any College related function or off-site activity are not permitted to:

- possess and/or smoke tobacco products;
- possess and/or inhale e-cigarettes (known as vapes);
- possess and/or consume alcoholic beverages;
- inhale solvents deliberately;
- possess and/or use prohibited drugs;
- possess drug related equipment such as syringes, bongs, pipes etc;
- possess excessive amounts of legal drugs (medicines).

Student use of alcohol or drugs will be managed as a health issue. Possession, sale or supply of alcohol or drugs and breaches of school discipline by a student under the influence of alcohol or drugs will be addressed under the *Positive Student Behaviour Policy and Procedures*.

In addition to the Health and Physical Education curriculum, alcohol and drug education is delivered through evidenced based programs that build knowledge about alcohol and other drugs, develop personal and social skills to manage and navigate alcohol and other drugs related risky situations and increase understanding of workplace requirement, responsibilities and rights, including:

- |   |   |
|---|---|
| ▪ guest speakers;                       | ▪ year group assemblies;                  |
| ▪ online programs;                      | ▪ Vocational Education and Training (VET) |
| ▪ Pastoral Care Group (PCG) activities; | ▪ suspension re-entry education programs. |

Information and support for alcohol and drug related issues is also available through the Wellness Centre and from the Student Service team.

## **Wellness Centre**

The Student Services Team has a dedicated Wellness Centre where students have access to:

- health information – brochures and flyers promoting information on a range mental and physical health issues;
- School Psychology Service – our School Psychologist provides direct and indirect support to individual students who are experiencing mental health issues and prevention and early intervention supports for cohorts of students. This service is available via referral from the Student Services team;
- School Health Service – our Community Health Nurse provides primary health care, health counselling and support for complex and/or chronic health needs;
- School Chaplaincy Service – our School Chaplain provides pastoral care and counselling to address a range of local health priorities;
- community based health services – a hot desk is available to external agencies who provide a range of health-related services for students to access, such as mental health counselling.

Students are able to self-refer to the School Health Service, School Chaplaincy Service and community based health services by calling into the Wellness Centre to make an appointment. The School Psychology Service is only available to students referred by the Student Services Team with parent/carer consent, unless the student is an independent minor.

## **Guide to accessing student services for support with student health incidents**

Staff use a consistent approach to working with the Student Services team to manage health incidences. The Guide assists staff by detailing actions, communication to relevant staff and parents/carers and record keeping requirements. This ensures a safe and supportive environment is maintained and the College works in partnership with parents/carers to address health concerns. Refer to Appendix III: Guide to accessing Student Services support for health and wellbeing.

## **Health and Safety Officers**

The College has a team of Workplace Health and Safety Officers who work closely with students, staff and the Executive Team to identify potential hazards, assess the risk of injury and recommend strategies to manage the risk, based on Worksafe's Hierarchy of Controls. All staff have a responsibility to act on foreseeable risks and are able to report potential hazards through the SEQTA Service Desk.

## **Community partnerships**

The College works closely with:

- the Department of Health to support school-based immunisation programs and negotiate provision of a School Health Service;
- Youthcare to provide a School Chaplaincy Service that meets the local needs of the school community;
- Department of Communities to complete mandatory reporting, make referrals regarding concerns for the safety or wellbeing of a young person and provide case conference support;
- a variety of external health services to provide on-site access to health supports for students.

## **Staff professional learning**

College staff are provided with skills-based professional learning in promoting positive health and managing student health issues, centred around the College Values and Behaviour Expectations, including:

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## **Manage injuries, illness and health related emergencies**

All College staff owe a duty of care for the safety and welfare of students. The College uses a four-phased system to prevent and manage first aid incidents – prevention, preparedness, response and recover. First Aid is assistance administered directly to a person in the first minutes of an illness or injury to ease pain or discomfort, help recovery or save a life. First aid trained staff are located across the College campus. In the absence of staff with relevant first aid training, available staff will administer first aid within their level of experience until medical assistance can be provided. The *First Aid Guidelines* (refer to Appendix II) provide support to staff to determine the level of response required for an injury, illness or health related incident. An employee can decline requests to administer non-emergency first aid if the employee has reasonable belief they are not capable of such support. The Principal is responsible for ensuring an adequate number of staff are first aid trained.



The Wellness Centre manages all student health related injuries, illnesses and incidents and uses the *Wellness Centre Triage* (refer to Appendix IV) to provide relevant and timely responses.

### **Injuries and illness**

Students can access support to address injuries or illness from their classroom teacher and at the Wellness Centre. Staff use the First Aid Guidelines to determine if a non-emergency injury or illness can be managed at the classroom level or requires treatment at the Wellness Centre. Students can access the Wellness Centre for support with an injury or illness by self-referring during break times, requesting a Wellness Pass from their teacher during class time or being escorted by a staff member. First aid kits are located in each Learning Area.

When a student attends the Wellness Centre for support with an injury or illness, the Wellness Centre Officer will assess the student and follow the *Student Injury or Illness Procedures*.



### **Non-suicidal self-injury and suicidal ideation (NSSI/SI)**

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). Suicidal ideation refers to an individual's thoughts about ending their life.

As students spend a significant amount of time at school, school staff play an important role in identifying indicators of concern and supporting students who may be at risk of suicidal behaviour or NSSI. While indicators of concern do not always mean a student may be at risk of suicidal behaviour or NSSI, they could be indicative of other wellbeing concerns requiring the implementation of support or intervention.

Encouraging understanding of mental health issues amongst students and staff, promoting help seeking options with caring adults and working in collaboration with external services, families and communities support student care and protection whilst at school.

Where a student expresses intent to harm oneself or suicidal ideation, staff will implement the *NSSI/SI Procedures*.

### **Risk Management Plan student absence from class**

A risk management plan is put in place to support a student where an intent regarding self-harm or suicidal ideation has been expressed. If a student with a risk management plan or memo is absent from class without an explanation the *Risk Management Plan/Memo Student Absence Procedures* will be initiated to determine the student's whereabouts and health status.

### **Health related emergencies**

A medical emergency is a sudden or unexpected threat to health which requires an urgent assessment and alleviation of symptoms. In an emergency, management of the incident will be coordinated by the Head of Student Services or an Executive Team member and the *Student Medical Emergency Procedures* initiated.

In the event of an emergency, available staff will administer first aid within their level of experience until medical assistance can be provided. As part of their duty of care and within the scope of their skills, the Community Health Nurse will assist in a medical emergency at school if they are present at the time of an incident or utilised as a secondary consultation where there is concern about the nature of the injury or where incidents are recurrent. First aid kits are located in each Learning Area and defibrillators and wheelchairs are located throughout the College (refer to Appendix V).

Students experiencing a medical emergency should not be moved unless it is determined safe to do so, in which case students will be relocated to the Wellness Centre. Note – a student with a known or suspected anaphylactic reaction should not sit upright, stand or walk. Wheelchairs are located in the front office and in the Wellness Centre. Where the student remains in place, other students should be removed from the environment to minimise the impact of the incident and maintain the privacy of the student involved in the medical emergency.

Staff are regularly trained to administer adrenaline injectors. Under the School Education Regulations 2000, a staff member may, in the course of their employment, administer an adrenaline injector to a student if the staff member reasonably suspects the child is suffering an anaphylactic reaction, even if there is no consent to the administration of adrenaline.

In an emergency, an ambulance may be called and a staff member will stand at the agreed location to direct the ambulance and provide access to the school grounds. If, when parents/carers are contacted, they request cancellation of the ambulance and advise that they will transport the student, the ambulance will not be cancelled until parents/carers arrive and the student is handed into their care.

The Student Health Care Summary, which is completed by all parents/carers at enrolment, indicates that parents/carers are expected to meet the cost of an ambulance in an emergency.

Being involved in an emergency situation can be personally challenging and often reactions occur some time after the event. Staff involved in or impacted by the incident are encouraged to accept support offered at the time of the incident or after the incident and seek independent support as required.

## **Manage students' health needs**

The College has a responsibility to support students' health conditions in order to maintain or restore physical or mental health. Individualised health care plans are required for students with specific health conditions. Health care plans specify the support required to cater for a student's health care needs while in the care of the school. The College will apply culturally responsive strategies and take into consideration any language, cultural, medical or mental health factors and availability of the parent/carer in working with them to develop health care plans and supports as required.

### **Specific health conditions**

Students present with a range of health conditions and have the right to feel connected, included, supported and culturally safe at our College. The College relies on parents/carer to provide accurate information about their child's health conditions as informed by health professionals to assist the College with planning appropriate supports. Where the College becomes aware that a student has a specific health condition, the College will:

- seek agreement from the parent/carer 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;
- request the parent/carer obtain a health care plan from a medical professional or works with parents/carer and health professionals and uses the information provided to develop a health care plan for the student using one or more of the Education Department's standardised forms or nationally endorsed planning documents;
- work in consultation with staff to develop processes to support the implementation of a student's health care plan;
- implement, review and update the student's health care plan in consultation with the student, the student's parents/carers and staff;
- ensure the student's health care plan is uploaded to SEQTA and made available to relevant staff;
- brief relevant staff where the student has a complex and/or potentially life threatening condition;
- maintain confidentiality and store the health care plan in the student's school file;
- ensure the health care plan is taken on off-site activities;
- ensure relief teachers are aware of and have access to a student's health care plan.

If parents/carers choose not to provide information about their student's health condition:

- Student Services will communicate with the parents/carers in writing, emphasising the importance of providing information about their student's health condition and the possible implications;
- the College may deal directly with the student where the student is adult aged or an independent minor;
- the College will seek advice from the Regional Education Office, Community Health Nurse and/or legal services;
- the Principal may report a concern of medical neglect to the Department of Communities.

Where a student experiences a medical emergency in relation to a specific condition, the College will implement the *Student Medical Emergency Procedures*.

## **Anaphylaxis**

Anaphylaxis is a severe, allergic reaction which can be life threatening. It must be treated as an emergency requiring an immediate response and the Student Medical Emergency – Anaphylaxis Procedures initiated. Where the College is aware that a student has anaphylaxis, the College will:

- request parents/carers complete *Form 4 Severe Allergy or Anaphylaxis*;
- work with the parents/carers and relevant health professionals to develop a health care plan for students with anaphylaxis which includes an Australian Society of Clinical Immunology and Allergy (ASCIA) emergency action plan;
- establish procedures for reducing the risk of exposure to known allergens;
- establish procedures for situations that pose additional risk;
- establish procedures for responding to anaphylaxis emergencies;
- familiarise staff with emergency response plans;
- verify that parents/carers have provided an up-to-date adrenaline injector for students with anaphylaxis;
- verify that up-to-date emergency adrenaline injectors are available in the first aid kit including a lower dose (junior version) if there are students in the school that weigh less than 20 kilograms.

Staff are regularly trained to administer adrenaline injectors. Under the School Education Regulations 2000, a staff member may, in the course of their employment, administer an AI to a student if the staff member reasonably suspects the child is suffering an anaphylactic reaction, even if there is no consent to the administration of adrenaline.

If a student self-administers an adrenaline injector, they should immediately alert a staff member. Staff should remain with the student and implement the Student Medical Emergency – Anaphylaxis Procedures.

## **Administration of medication**

Schools have a responsibility to support student health including the administration of medication. Medication is a chemical substance given with the intention of preventing, diagnosing, curing, controlling or alleviating disease, or otherwise improving the physical or mental wellbeing of people. These include prescription, non-prescription, investigational, clinical trial and complementary medicines, irrespective of how they are administered.

If a student requires administration of medication to treat, maintain or restore health:

- this must be authorised by the parent/carer and/or a medical practitioner, except in certain emergency situations, such as the administration of adrenaline injectors;
- the parents/carers must:
  - provide information regarding long-term administration of medication to be included in the student's health care plan;
  - complete relevant documentation for the short-term administration of medication;
  - provide any medication the student needs in its original packaging and the correct dosage.

The College will:

- store all medication appropriately and securely;
- provide a safe and private space for students to self-administer or be administered with medication;
- maintain a record of all medication administered at school;
- return any un-used medication to the parents/carers;
- contact parents/carers when medication supplies need to be refreshed.

## **Manage health-related absences**

Where a student is absent from school for extended periods of time for health-related reasons, the College will;

- support the student's educational progress by providing access to learning programs electronically via SEQTA, where possible;
- refer the student to the SAER Team to enable a range of wrap-around supports to be implemented if required;
- refer the student to the School of Special Educational Needs: Medical and Mental Health team if required;
- meet with the student and parents/carers to plan for a return to school;
- apply the *Attendance and Engagement Policy and Procedures* to re-engage the student where there has not been a return to regular attendance.

## **Communicable diseases**

Communicable diseases are caused by microorganisms transmitted from an infected person or animal to another person or animal. Communicable diseases include influenza, covid, hepatitis, human immunodeficiency virus (HIV) and many others.

The College minimises the risk of exposure to communicable diseases by;

- encouraging appropriate hand washing before preparing or eating food, after using the toilet, after touching the nose or mouth and after any contamination of the hands with body fluids such as blood and vomit;
- requesting visitors to the Wellness Centre don masks and sanitise hands where appropriate;
- cleaning surfaces with detergent and water, followed by rinsing and drying;
- using appropriate tools and personal protective equipment to clean up spills;
- encouraging students and staff to stay away from school when sick to help prevent infecting others;
- encouraging students to cover open wounds with waterproof dressings;
- providing information to students and staff;
- providing training to staff;
- encouraging students or staff who may have been exposed to an infectious disease to seek medical advice;
- consulting the *Communicable Disease Guidelines for Teachers, Childcare Workers, Local Government Authorities and Medical Practitioners* or the local Public Health Unit where concerns are held;
- discussing alternative learning options for students at risk of infection.

## **Head lice**

The College attempts to reduce head lice by providing:

- community education;
- clear communication with parents/carers;
- early detection of head lice.

The Principal may authorise a member of staff who has volunteered to examine the head of any student to ascertain whether head lice are present. If head lice are found:

- the student will be treated sensitively;
- the student will be given tasks which do not involve close group work;
- the student and their parents/carers will be provided with information brochures/flyers to assist with managing the condition;
- the Principal may request that a student does not attend or participate in an educational program until parents/carers confirm that a recommended treatment is being undertaken and all head lice have been removed.

## Section 2: Procedures



### Ballajura Community College Student Health Policy and Procedures



## STUDENT INJURY OR ILLNESS PROCEDURES

### Policy Rationale

Schools have a responsibility to respond to students' health needs. Students can access support to address non-emergency injuries or illness from their classroom teacher and at the Wellness Centre. First Aid may need to be administered to ease pain or discomfort, help recovery or save a life. First aid kits are located in each Learning Area and in the front office for staff to take on off-site activities.

### Procedures

In the event of student experiencing a non-emergency injury or illness on the school site:

- the teacher will:
  - consult the *First Aid Guidelines* (refer to Appendix II) to determine if the issue can be managed at the classroom level (i.e. green non-emergency condition) or the student requires immediate treatment at the Wellness Centre for an injury or illness (i.e. amber non-emergency condition);
  - send the student to the Wellness Centre with a completed Wellness Pass if during class time, and a buddy if necessary, or accompany the student to the Wellness Centre;
  - record an entry in SEQTA under the Notification of Concern Health and tag in the Year Coordinator.
- the Wellness Centre Officer will:
  - check the student's health plan (if applicable) for information;
  - assess the student and provide relevant health care;
  - request the student undertake hygiene practices (such as donning a mask and sanitising hands) where relevant;
  - use the Head Check app to conduct a concussion assessment where it is reported that the student's head has been contacted;
  - consult with the Head of Student Services or Deputy Principal as necessary;
  - escalate the issue to emergency status where determined appropriate and then contact the Head of Student Services to initiate the *Student Medical Emergency Procedures*;
  - send the student back to class once treatment has been implemented;
  - contact the parent/carer to collect the student from school, where necessary
  - observe the student until collected by the parent/carer.

After the incident:

- the Wellness Centre Officer will:
  - update the teacher's SEQTA entry and adjust the student's attendance record;
  - consult with the Community Health Nurse or Health Department where there is concern about communicable disease;
  - complete the online First Aid Report form in IKON and arrange for this to be printed and stored in the student's folder;
  - initiate the completion of an AIIR form where an investigation is needed to find out what contributed to the injury or why the hazard exists;
- the Year Coordinator will follow up with any students showing concerning patterns of needing health support for non-emergency injuries or illness.



## STUDENT INJURY OR ILLNESS PROCEDURES (continued)

In the event of a student experiencing an injury or illness at an off-site activity, the teacher will follow the risk management procedures documented in the excursion or off-site activity planning document and will:

- check the student's health plan (if applicable) for information
- assess the student and provide relevant health care;
- use the Head Check app to conduct a concussion assessment where the student's head has been contacted;
- consult with the Head of Student Services, Deputy Principal or Principal as necessary;
- escalate the issue to emergency status where determined appropriate and then contact the Head of Student Services to initiate the *Student Medical Emergency Procedures*;
- contact the parent/carer to collect the student from the off-site activity, where necessary;
- observe the student until collected by the parent/carer whilst ensuring Duty of Care requirements are met for other students attending the off-site activity;
- record an entry in SEQTA under the Notification of Concern Health and tag in the Year Coordinator upon return to school;
- adjust the student's attendance record if required;
- complete the online First Aid Report form in IKON and arrange for this to be printed and stored in the student's folder;
- complete an AIIR form where an investigation is needed to find out what contributed to the injury or why the hazard exists;
- follow up with parents/carer regarding the student's health status.



## Ballajura Community College Student Health Policy and Procedures



### WELLNESS CENTRE PASS PROCEDURES



#### Policy Rationale

A Wellness Centre pass is provided to a student who requires health support during class time for non-emergency conditions that cannot be managed in the classroom. Staff use the *First Aid Guidelines* to determine if a non-emergency injury or illness can be managed at the classroom level or requires treatment at the Wellness Centre. First aid kits are located in each Learning Area to assist staff with responding to non-emergency injuries or illnesses. When a student attends the Wellness Centre for support with an injury or illness, the Wellness Centre Officer will assess the student and follow the *Student Injury or Illness Procedures*.

#### Procedures

In the event of a student experiencing a non-emergency injury or illness that cannot be managed at the classroom level (i.e. amber status), the teacher will:

- provide the student with a completed Wellness Centre pass;
- direct the student to the Wellness Centre, in the company of a buddy where if necessary;
- record an entry in seqta under the Notification of Concern Health and tag in the Year Coordinator
- receive an email update to their seqta entry, stating the time the student left the Wellness Centre, where the student is deemed fit/healthy to return to class after health support is provided;
- where the student does not return to class after health support is provided, enter a Notification of Concern Health and state "Student did not return to class after being dismissed from the Wellness Centre" and tag in the Year Coordinator and Head of Department.

	<b>Wellness Centre Pass</b>	
<b>REACH: Health</b>		
<i>We acknowledge the importance of physical and mental health.</i>		
<i>Date:</i>	<i>Time:</i>	<i>Staff member:</i>
_____	_____	_____



## Ballajura Community College Student Health Policy and Procedures



### ALCOHOL AND OTHER DRUGS POLICY AND PROCEDURES

#### Policy Rationale

Student use of or possession of alcohol or other drugs on school grounds or at an off-site event is:

- not acceptable under any circumstances;
- a concern that is harmful to self or others;
- a breach of the College's Behaviour Expectations.

The immediate priority for a student suspected of being under the influence of alcohol or drugs is their health and welfare. A breach of the College's Behaviour Expectations by a student suspected to be under the influence of alcohol or drugs will only be dealt with after the health and safety of the student has been secured.

The possession, supply or sale of restricted or illegal substances by students on school sites or at off-site events is considered a breach of the College's Behaviour Expectations and should be managed in accordance with *Positive Student Behaviour Policy and Procedures*. This can include supply or sale by a student that occurs outside the school that contributes to another student presenting at school or at an off-site school activity with suspected intoxication.

A drug is defined as any substance, with the exception of food and water, which, when taken into the body, alters its function physically and/or psychologically. This includes alcohol, tobacco, cannabis, psychotropics, amphetamines, analgesics, etc. Whilst not classified as drugs, solvents (such as glue and petrol) are included in the College's *Drug and Alcohol Policy and Procedures*.

#### Procedures

##### Provide immediate health support for the student

Where a student is suspected of being under the influence of alcohol or drugs, staff will:

- prioritise the safety of staff, students and others. Be aware that alcohol and other drug use can cause the student to become volatile and unpredictable.
- approach the student and calmly explain that there is concern for the student's health. Note that it is important to avoid talking to the student in front of other students.
- administer first aid if required.
- move the student to the Wellness Centre if safe to do so. If it is not safe to move the student, stay with them and contact the Wellness Centre

The Wellness Centre Officer will contact the Head of Student Services who will:

- seize the alcohol or drugs if possible;
- initiate the Student Medical Emergency Procedures if necessary;
- contact police if the student poses a safety risk to self or others;
- contact the parents/carers to explain the situation and arrange for the collection of the student. If the parent/carer or emergency contact is not able to be reached, the student will remain in the Wellness Centre.

# **ALCOHOL AND OTHER DRUGS POLICY AND PROCEDURES (continued)**

## **Apply disciplinary measures**

The Principal will impose an automatic suspension and loss of good standing where a student has been in possession of, or used, alcohol or drugs on the College site, at College functions or at off-site activities.

Where there has been a breach of the College's Behaviour Expectations by a student under the influence of alcohol or drugs the Head of Student Services will apply the *Positive Student Behaviour Policy and Procedures* in determining consequences for the negative behaviour.

## **Record and report information**

Staff involved in or witnessing the incident will record details in SEQTA – Notification of Concern - Health and tag in the Year Coordinator.

The Head of Student Services will:

- consult with the Year Coordinator;
- update staff SEQTA entries;
- store vapes for correct disposal;
- label and store any illegal substances securely;
- notify the police immediately where any illegal substances are seized and follow police instructions regarding disposal;
- obtain a report number from the police;
- dispose of all other alcohol and drugs appropriately;
- record in SEQTA the names of anyone involved in the incident, including students, staff, parents/carers and police officers and the police report number, where applicable;

## **Follow up**

After the incident the Head of Student Services will:

- provide the student and parents/carers with relevant health information and brochures;
- provide students suspended for smoking or vaping with a smoking/vaping education program to be completed whilst on suspension and brought to the re-entry meeting;
- arrange for the student to attend a health education session with the Community Health Nurse;
- make a referral to external health agencies where appropriate.

The Principal will complete a report via the Online Incident Notification System (OINS).



## BALLAJURA COMMUNITY COLLEGE HEALTH POLICY AND PROCEDURES

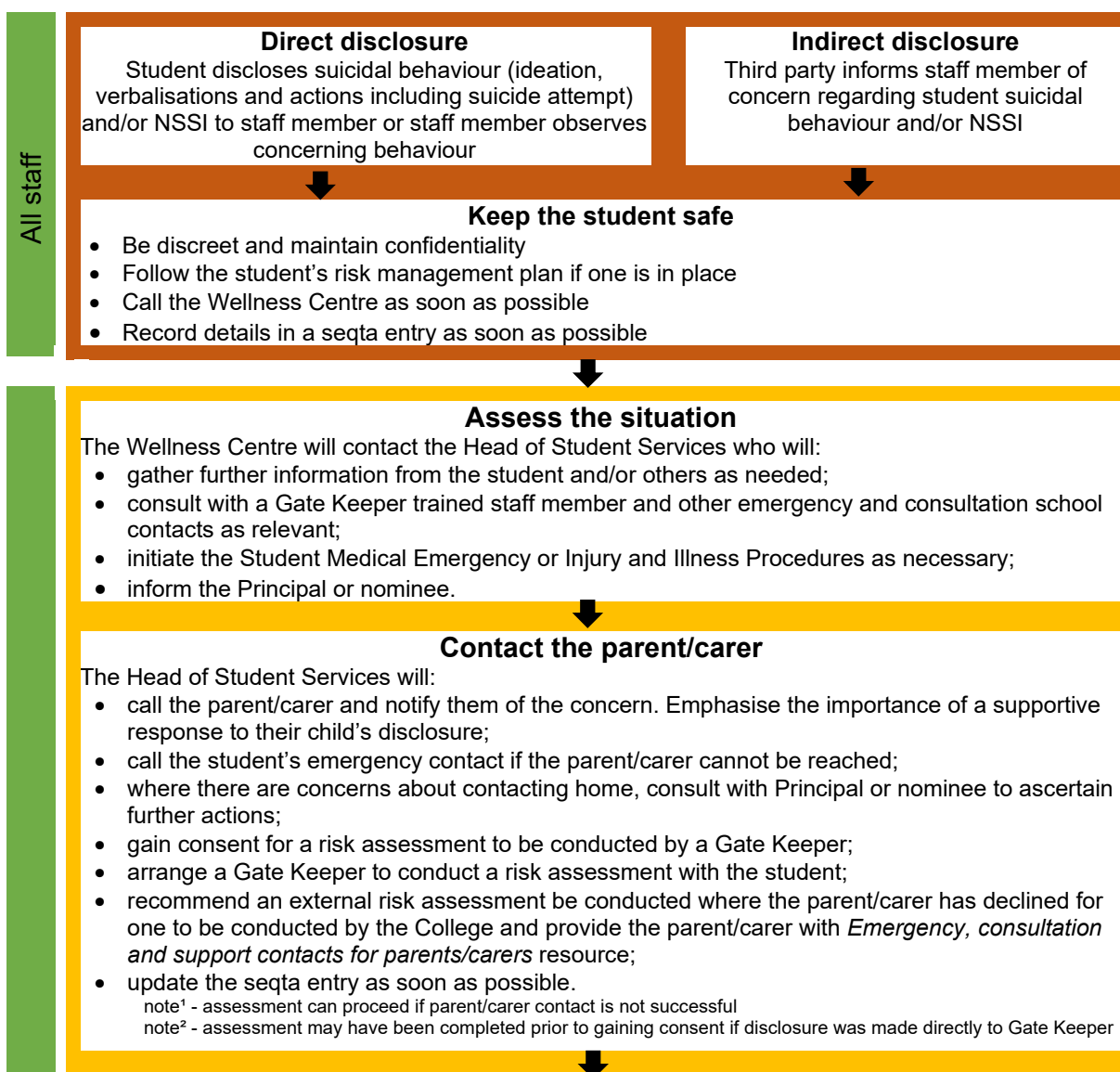


### NON-SUICIDAL SELF-INJURY (NSSI) OR SUICIDAL IDEATION (SI) PROCEDURES

#### Policy rationale

Maximising social and emotional outcomes for students by providing engaging, safe and supportive learning environments is a priority for all staff. Where young people have experiences that affect their mental health and lead to non-suicidal self-injury or suicidal ideation these procedures will be implemented to assist staff to identify and effectively respond to these behaviours.

#### Procedures



### Conduct a Risk Assessment

The Gate Keeper will:

- discuss limits of confidentiality with student;
- inform the student that notes will be taken (use Risk Assessment template);
- conduct a risk assessment and consult with another Gate Keeper and/or emergency and agency contacts (refer to Emergency and Consultation Contacts for School Staff Use) throughout;
- provide student with Young People Support Services and CAHMS Crisis Connect documents and discuss support within and external to the College;
- prepare a safety plan (use template) with the student and keep copy;
- consult with the Head of Student Services on the risk assessment outcome;
- record a brief SEQTA entry under Documented Plans and upload risk assessment notes and safety plan, restricted to Executive and Heads of Student Services
- update the Principal or nominee.



### Meet with student and parent/carer

Head of Student Services and/or Gate Keeper will meet with student and parent/carer and:

- discuss circumstances and recommendations before student leaves the College;
- recommend ongoing parent/carer monitoring of student and provide the parent/carer with *Emergency, consultation and support contacts for parents/carers* resource
- where further assessment is indicated, gain consent (use template) to provide relevant information to the external agency (e.g. hospital/G.P.), unless it's an emergency;
- where the parent/carer has indicated limited support for recommendations, consult with the Principal or nominee and other emergency and consultation school contacts to ascertain further actions (such as further contact with parent/carer to reiterate concerns, the need for ongoing monitoring of the student and reinforce emergency support numbers; consultation with and/or referral to external agencies);
- summarise information for external provider on template;
- follow up with the parent/carer the next day to confirm if recommended actions have occurred.



### Follow up actions

The Head of Student Services will:

- inform relevant external service providers (use template) of the incident or disclosure where parent has provided consent;
- consult with or complete a report to CPFS where there are child protection concerns;
- update the Principal or nominee who will consider whether a report via the Online Incident Notification System (OINS) is required;
- coordinate support for any students and staff impacted by the disclosure or incident;
- consider own self-care;
- consider potential social media activity and plan/respond as needed;
- confirm with parent/carer if any recommended actions have occurred.
- refer student to the SAER team.



### Risk management planning for return to school

The Head of Student Services will:

- coordinate a return to school meeting (e.g. following discharge from hospital). Include school staff, parent/carer, external support agencies and student, as appropriate;
- develop or review an individually tailored risk management plan to enhance student safety in collaboration with relevant parties;
- upload the risk management plan to the seqta SIP with an alert.



### Monitor and review

The Head of Student Services will coordinate:

- continued monitoring of the student through SAER meetings;
- continued support for student;
- review of the risk management plan or risk management memo in consultation with the student and all relevant parties;
- ongoing liaison with parent/carer and external supports where appropriate.



## Student Health Policy and Procedures

### **RISK MANAGEMENT PLAN (RMP) STUDENT ABSENCE PROCEDURES**

#### **Policy Rationale**

Teachers are required to take the roll within the first ten minutes of every lesson. A student with a RMP will have an alert (i.e. purple square) in the roll. If a student on a RMP is absent from class without an explanation the Wellness Centre will follow-up immediately to determine the student's whereabouts and health status.

#### **Procedures**

- If a student who has been placed on an RMP is absent without explanation, teachers will inform the Wellness Centre immediately on the emergency phone. Hovering over the student's alert (ie purple square) in the seqta roll will show the phone number to call the Wellness Centre. If unable to phone, teachers will send a runner with a sealed note to the Wellness Centre.
- At 9.15am (M, Tu, Th, F) or 9.45am (W), the Wellness Centre Officer will use the list on Teams to check all RMP students' attendance. *Note - this list is a live document and is updated regularly.* If a student is present or an explained absence, move on to next student.
- If a student is showing as an unexplained absence, the Wellness Centre Officer will check absentee SMSs and emails for parent/carers communication and update records if an explanation has been provided.
- If there is no explanation from parent/carers, the Wellness Centre Officer will contact them to check if the student is expected to be at school.
- If student is expected to be at school, the Wellness Centre Officer will contact the Head of Student Services immediately.
- When a call from the Wellness Centre is received stating that a RMP student is expected at school/in class and is not present the Head of Student Services will coordinate a search for the student.
- If the student is found and is well, the Student Services staff member will:
  - find out from the student why they are not in class;
  - contact the parent/carers to update them;
  - remind the student of their responsibilities as part of the plan and where they can go to access help;
  - escort the student to their timetabled class.
- If the student is found and is in distress, the Student Services staff member will:
  - contact the Head of Student Services;
  - escort the student to the Wellness Centre;
  - provide support to the student;
  - contact the student's parents/carers to update them of the situation.



## Ballajura Community College Student Health Policy and Procedures



### STUDENT MEDICAL EMERGENCY PROCEDURES

#### Policy Rationale

A medical emergency is a sudden or unexpected threat to health which requires an urgent assessment and alleviation of symptoms. In an emergency, all school staff owe a duty of care for the safety and welfare of students. First Aid may need to be administered to ease pain or discomfort, help recovery or save a life. In the absence of staff with relevant first aid training, available staff should administer first aid within their level of experience until medical assistance can be provided.

#### Procedures

In the event of a medical emergency on the College site, staff will administer first aid and contact the Wellness Centre via the emergency phone. The Wellness Centre Officer will contact the Head of Student Services who will:

- attend the incident;
- check and implement the student's health care plan if one exists;
- notify the Principal and discuss the nature of the emergency and local circumstances in deciding whether an ambulance is required;
- request an ambulance by telephoning 000, if necessary. Police attendance may also be requested at this time where relevant. If an ambulance is not available:
  - seek advice from the ambulance or medical service prior to providing transport in a private vehicle;
  - subject to agreement from the ambulance or medical service, arrange for the student to be transported to a health service or medical practitioner;
  - whenever possible, arrange for at least two people to travel with the student - one to drive and the other(s) to monitor the health of the student. In accordance with Department of Health policy, community health nurses are not permitted to travel in a car transporting students in a medical emergency;
- ensure first aid continues to be provided, following ambulance service advice;
- contact the parent/carer as soon as possible and notify them of the situation;
- cancel the ambulance only if the parent/carer requests this AND arrives at the College and takes the student into their care prior to the ambulance arriving;
- organise staff to relocate nearby students to minimise the impact of the incident and maintain the privacy of the student involved in the emergency.

After the incident:

- all staff involved in the medical emergency must record information in the SEQTA SIP under the Health tab and tag in only the Head of Student Services;
- the Head of Student Services will:
  - update SEQTA entries with follow-up actions and outcomes and tags in relevant staff;
  - arrange support for students and staff as necessary;
- the Wellness Centre Officer will:
  - update the student's attendance record in SEQTA;
  - complete the online First Aid Report form in IKON and arrange for this to be printed and stored in the student's folder;
  - initiate the completion of an AIIR Form where an investigation is needed to find out what contributed to the injury or why the hazard exists;
- the Principal will:
  - complete a report via the Online Incident Notification System
  - arrange a review of the incident.



## STUDENT MEDICAL EMERGENCY PROCEDURES (continued)

In the event of a student experiencing a medical emergency at an off-site activity, the teacher will follow the emergency procedures documented in the excursion or off-site activity planning document and:

- administer first aid;
- check and implement the student's health care plan if one exists;
- notify the Principal and discuss the nature of the emergency and local circumstances in deciding whether an ambulance is required;
- request an ambulance by telephoning 000, if necessary. Police attendance may also be requested at this time where relevant. If an ambulance is not available:
  - seek advice from the ambulance or medical service prior to providing transport in a private vehicle;
  - subject to agreement from the ambulance or medical service, transport the student to a health service or medical practitioner;
  - whenever possible, arrange for at least two people to travel with the student - one to drive and the other(s) to monitor the health of the student. In accordance with Department of Health policy, community health nurses are not permitted to travel in a car transporting students in a medical emergency;
- ensure first aid continues to be provided following advice of the ambulance service;
- contact the parent/carer as soon as possible and notifying them of the situation;
- cancel the ambulance only if the parent/carer requests this AND arrives at the site and takes the student into their care prior to the ambulance arriving;
- organises other staff member in attendance to relocate nearby students to minimise the impact of the incident and maintain the privacy of the student involved in the emergency;
- keep the Principal updated.

After the incident;

- the teacher will:
  - record an entry in SEQTA under the Notification of Concern Health and tag in the Head of Student Services;
  - adjust the student's attendance record if required;
  - complete the online First Aid Report form in IKON and arrange for this to be printed and stored in the student's folder;
  - complete an AIIR form where an investigation is needed to find out what contributed to the injury or why the hazard exists;
  - follow up with parents/carers regarding the student's health status;
- the Head of Student Services will:
  - update the teacher's SEQTA entries with follow-up actions and outcomes and tag in relevant staff;
  - arrange support for students and staff as necessary;
- the Principal will:
  - complete a report via the Online Incident Notification System (OINS);
  - arrange a review of the incident.



# Ballajura Community College Student Health Policy and Procedures EXTREME HEAT ACTION PLAN



## School details

School name	Ballajura Community College
Number of students	975
Number of students requiring extra support in extreme heat conditions as indicated in their <a href="#">Form 1 Student Health Care Summary</a>	15 and Education Support students
Number of staff	135

Plan prepared by	Jodie Fitzsimmons
Date prepared or reviewed	11/12/2025

## Emergency response contact list

Organisation	Details	Phone number / website
Accredited first aid officers	14	27782
Local hospital (name of nearest hospital or medical emergency facility)	St John of Gods Midland Public Hospital	9462 4000
Department of Fire and Emergency Services regional contact		000
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Synergy	131 351
Director of Education name	Steve Watson	92645602
Department's Media Unit		92645821
Ambulance		000
Educational Regional Office	NMERO	9285 3600

## Additional contacts

Organisation	Phone number / website
Emergency WA	<a href="https://www.emergency.wa.gov.au/">https://www.emergency.wa.gov.au/</a>
Department of Fire and Emergency Services	Information line: 13 33 37 Website: <a href="https://www.dfes.wa.gov.au/">https://www.dfes.wa.gov.au/</a> Facebook: <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a> Twitter: <a href="https://twitter.com/dfes_wa">https://twitter.com/dfes_wa</a>
Water Corporation	Phone: 13 13 75

## Extreme heat and heatwave checklist

Management activities	☑ or N/A	Comments
<b>Preparedness</b>		
Identify students and staff with known medical conditions who are likely to be impacted by extreme heat		
Notify parents/carers about upcoming weather conditions, school adjustments and suggested precautions		
Review timetabled activities and duty rosters and modify activities accordingly		
Limit outside play and provide alternative inside activities during break times		
Reconsider events (such as assemblies/ incursions) where adequate shade cannot be provided		
Assess whether in-term swimming or sports carnivals should go ahead when the location has minimal shade (e.g. beaches). Considerations include: <ul style="list-style-type: none"> <li>• The availability of sufficient shade</li> <li>• The temperature at the location</li> <li>• The length of the activity</li> <li>• The time of day the activity is scheduled</li> <li>• The age of the students.</li> </ul>		
Encourage students and school staff to stay hydrated		
Display hydration and heat related symptoms posters in prominent locations around the school		
Review first aid kits and consider the inclusion of additional ice packs and electrolytes		
Be prepared with additional water supplies in the case of a power outage		
<b>Response</b>		
In the event of a disruption to essential services during extreme heat, schools should: <ul style="list-style-type: none"> <li>• Report the fault to the Department of Finance Maintenance service centre on 13 21 34</li> <li>• Notify security by phone on 9264 4632. Security will notify the Manager, Security and Emergency Management.</li> <li>• Report the incident on the Online Incident Notification System.</li> <li>• Notify their director of education</li> </ul>		
Allow drink bottles in classrooms		
Establish sunscreen stations for staff and students		

Management activities	☑ or N/A	Comments
Check-in with staff and students to monitor impact of heat		
Close internal and external blinds		
Use portable shade structures where possible		
Use fans or other devices (wet flannels) appropriately to remain cool		
Rotate class use of airconditioned facilities if required		
Consider power reduction strategies such as: <ul style="list-style-type: none"> <li>• Ensure reverse-cycle air conditioners are not set below 23°C to reduce the power load</li> <li>• Ensure windows are slightly open when using evaporative cooling systems to push out hot air</li> <li>• If the evaporate air conditioner can be controlled locally, change to fan only mode</li> <li>• Stagger air conditioner use to reduce the power draw at any one time</li> <li>• Consider turning off non-essential electrical equipment.</li> </ul>		
In a power outage keep refrigerated medications cool using ice packs		
Modify physical education lessons to limit vigorous activity and exposure to the sun		
Modify duties for staff who work outside (for example gardeners or physical education teachers)		
Monitor <a href="#">EmergencyWA</a> for heatwave updates		
<b>Recovery</b>		
Check off any equipment or stock used and arrange for replacement		
Complete a review and note: <ul style="list-style-type: none"> <li>• What worked and what didn't work</li> <li>• What was overlooked</li> <li>• What could be improved</li> <li>• If delegated roles and responsibilities should be reassigned.</li> </ul>		
After your review: <ul style="list-style-type: none"> <li>• Incorporate changes into your Extreme heat and heatwave action plan</li> <li>• Advise relevant parties including staff of any changes</li> </ul>		

## **SAMPLE LETTER FOR EXTREME HEAT**

[Insert parent or carer name]

[Insert postal or street address]

[Insert suburb, state and postcode in capital letters]

Dear parents and caregivers

### **Supporting students during extreme heat**

We are writing to inform you that an extreme heat event is predicted to commence on [insert date]. Supporting students during extreme heat events is a shared responsibility between parents and schools. We want to assure you that the College will take action to support the safety and wellbeing of your child during extreme heat.

### **Parental support**

- Parents and caregivers are encouraged to pack extra water, sunscreen and ice packs in their child's lunch box.
- If you believe your child's health may be impacted due to the extreme heat event, we invite you to discuss your concerns with a member of the administration team.

### **School operations**

- The school will remain open.
- Staff and students will be encouraged to stay hydrated.
- Our Extreme Heat Action Plan will be invoked, which includes measures to manage indoor temperatures and limit outdoor activities.
- Outdoor activities may be suspended or modified during the heatwave period.
- For any planned excursions, we will ensure that venue operators have plans in place to deal with heatwave conditions.

### **Health and safety measures**

- Air-conditioners and fans will be used.
- Windows, curtains and/or blinds will be closed.
- Refrigerated medications will be kept cool with ice packs in case of a power outage.
- Staff will monitor for signs of heat-related illness and apply first aid as needed.

### **Student and staff guidelines**

- Outside play will be limited and alternative indoor activities will be provided during break times.
- Physical education lessons and other vigorous activities will be modified or postponed.
- Water bottles will be allowed in classrooms.
- Sunscreen will be available for staff and students.

For the latest information and advice, please refer to the Department of Health's website:

[www.healthywa.wa.gov.au/articles/f\\_i/heatwave-be-prepared-for-extreme-heat](http://www.healthywa.wa.gov.au/articles/f_i/heatwave-be-prepared-for-extreme-heat)

Your child's health and safety are our top priority and we appreciate your cooperation and understanding during this period of extreme heat. If you have any questions or concerns, please do not hesitate to contact the College on 9262 7777.

Thank you for your support.

Sincerely,



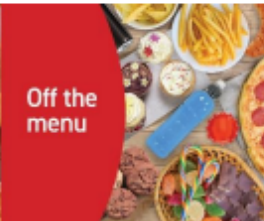
[Insert principal's name]

[insert school name]

## Section 3: Appendices

### Appendix I: Canteen menu requirements

#### What's on the menu

 <p>Fill the menu &gt;60%</p>	 <p>Select carefully &lt;40%</p>	 <p>Off the menu</p>
<p><b>Green food and drinks</b></p> <ul style="list-style-type: none"> <li>• Cereal foods – wholegrain cereals, pasta, noodles, rice, cous cous, quinoa</li> <li>• A variety of bread types including wholegrain/ wholemeal</li> <li>• Vegetables and legumes e.g. stuffed potatoes, corn-on-cob, baked beans, 4 bean mix, garden salads, potato salad, coleslaw (using reduced fat dressings )</li> <li>• Fruit, fresh and frozen, whole, fruit salad, sliced fruit</li> <li>• Fruit canned in natural juice</li> <li>• A variety of sandwich/roll fillings, preferably served with salad e.g.             <ul style="list-style-type: none"> <li>- egg</li> <li>- reduced fat cheese</li> <li>- tuna, canned in spring water or brine</li> <li>- lean meats i.e. roast beef</li> <li>- yeast spreads</li> <li>- hummus</li> </ul> </li> <li>• Lean meats, fish, poultry</li> <li>• Meals<sup>2</sup>, especially those with vegetables e.g. pasta bake, curry and rice, frittata, soup, sushi, rice paper rolls</li> <li>• Reduced fat dairy products including:             <ul style="list-style-type: none"> <li>- plain milk</li> <li>- flavoured milk (375mL or less)</li> <li>- cheese</li> <li>- plain and flavoured yoghurt</li> </ul> </li> <li>• Plain water</li> <li>• Plain mineral water</li> </ul>	<p><b>Amber food and drinks</b></p> <ul style="list-style-type: none"> <li>• Savoury breads such as garlic, herb and pizza bases</li> <li>• Reduced fat pastry items<sup>2</sup></li> <li>• Frankfurts and sausages for hot dogs and/or sausage sizzles<sup>2</sup></li> <li>• Savoury commercial products, e.g. fish, chicken, potato portions, pizza<sup>2</sup></li> <li>• Hamburger patties<sup>2</sup></li> <li>• Processed meat e.g. ham, skin-free processed chicken</li> <li>• Assorted cakes/biscuits or muffins<sup>2</sup></li> <li>• Sweet and savoury snack foods<sup>2</sup></li> <li>• Plain dried fruit</li> <li>• Ice creams and icy poles<sup>2</sup></li> <li>• Reduced fat flavoured milk (more than 375mL &amp; less than 600mL)</li> <li>• High schools only: reduced fat coffee flavoured milk (375mL or less)</li> <li>• Full fat dairy products e.g. plain milk, yoghurt, cheese</li> <li>• Full fat flavoured milk (375mL or less)</li> <li>• 99% fruit juices (250mL or less) and no added sugar</li> <li>• Dairy desserts<sup>2</sup> e.g. reduced fat custard, ice cream and mousse (milk/milk alternative listed as first ingredient)</li> </ul> <p><i>NOTE: Reduced fat dairy recommended for children over the age of 2 years</i></p>	<p><b>Red food and drinks</b></p> <ul style="list-style-type: none"> <li>• Full-fat pastry items</li> <li>• Deep fried food</li> <li>• Sweet sandwich fillings e.g. jam, honey, confectionery sprinkles</li> <li>• High fat meats e.g. polony and salami</li> <li>• Confectionery e.g. chocolate, liquorice, cough lollies, jellies</li> <li>• Sweet or savoury snack items that do not meet the criteria e.g. potato chips</li> <li>• Soft drinks, cordial, sports drinks, energy drinks</li> <li>• Reduced fat flavoured milk (more than 600mL)</li> <li>• Reduced fat coffee flavoured milk drink (more than 375mL)</li> <li>• Full fat flavoured milk (more than 375mL)</li> <li>• Chocolate coated ice-creams</li> <li>• Jelly; fruit with jelly</li> <li>• Croissants, cream or iced buns/cakes, doughnuts, sweet pastries, slices</li> <li>• Fruit juice (more than 250mL) and/or with added sugar or sweetener</li> <li>• Water flavoured with fruit juice, sugar and/or sweetener</li> </ul>



Department of Health  
Department of Education



Contact WASCA for support  
P: 08 9264 4999  
E: [wasca@education.wa.edu.au](mailto:wasca@education.wa.edu.au)  
W: [waschoolcanteens.org.au](http://waschoolcanteens.org.au)

## Appendix II: First aid guidelines

### First Aid Guidelines

Minor injury and illness are common in schools. Most problems are minor and do not require specialist or emergency care. Health issues should be dealt with as listed.

This information has been provided to assist school staff in making decisions relating to first aid and health issues with students in their care. First Aid is assistance administered directly to a person in the first minutes of an illness or injury to ease pain or discomfort, help recovery or save a life. The information is for staff use only. Please store this document confidentially.

**Important** - For students frequently requesting health care/attention, please refer the student to the Student Services Team using the referral process.

STATUS	HEALTH ISSUE	ACTION
<b>GREEN</b>  <u>NON EMERGENCY</u>	<ul style="list-style-type: none"> <li>Headache / <del>hay</del>fever</li> <li>Head cold/blocked ears</li> <li>Toothache</li> <li>Blisters</li> <li>Insect bite (no allergy)</li> <li>Piercing soreness</li> <li>Paper cut</li> <li>Sore throat</li> <li>Minor grazes</li> <li>Period pain</li> </ul>	<b>Classroom management</b>  Student should not be sent out of class for these issues.  Encourage student to <u>self manage</u> .  If persisting, encourage student to visit Wellness Centre at recess/lunch.  <i>Each Learning Team has a first aid kit for minor care. Pain medication is NOT to be administered.</i>
<b>AMBER</b>  <u>NON EMERGENCY</u>	<b>Illness/injury</b> <ul style="list-style-type: none"> <li>Abdominal pain</li> <li>Broken bones/ dislocations</li> <li>Fever or Coughing</li> <li>Nausea or vomiting</li> <li>COVID symptoms</li> <li>Sprains or strain</li> <li>Bleeding from grazes or cuts</li> <li>Suspected concussion</li> </ul>	<b>Wellness Centre support</b>  Teachers should; <ul style="list-style-type: none"> <li>➤ Provide first aid as required</li> <li>➤ Issue a Wellness Pass and send student to Wellness Centre with a buddy if required</li> <li>➤ Enter information in SEQTA – Notification of Concern – Health (and tag Year Coordinator)</li> </ul> Wellness Centre Officer will; <ul style="list-style-type: none"> <li>➤ Contact parent/guardian to take student home.</li> <li>➤ Monitor for deteriorating condition and need for (red) emergency actions, as below.</li> <li>➤ Update SEQTA attendance</li> </ul> If appropriate, Year Coordinator to refer student to members of the Wellness Team
<b>RED</b>  <b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>Severe Asthma</li> <li>Seizures or fits</li> <li>Profuse bleeding</li> <li>Suspected anaphylaxis</li> <li>Severe trauma</li> <li>Severe burns</li> <li>Head injuries/ concussion</li> <li>Diabetic collapse</li> <li>Choking</li> <li>Snake bite</li> <li>Eye injury</li> </ul>	<b>Emergency management</b>  Teacher to stay with the student and contact Wellness Centre.  Wellness Centre Officer will; <ul style="list-style-type: none"> <li>• Check for any medical action plan on SEQTA.</li> <li>• Initiate the Student Medical Emergency Procedures</li> <li>• Initiate the AIR Form Process</li> <li>• Update SEQTA attendance</li> </ul>

For NSSI and students suspected to be under the influence of drugs or alcohol follow the Guide to Accessing Student Services for Support with Student Health and Wellbeing.



## Appendix III: Guide to Accessing Student Services for Support with Student Health and Wellbeing



### Ballajura Community College Student Health Policy Guide to Accessing Student Services for Support with Student Health and Wellbeing



REACH: HEALTH – We acknowledge the importance of physical and mental health

Issue		Teacher actions	Sample SEQTA entry	Student Services support
Health and Wellbeing	Student injury or illness	<ul style="list-style-type: none"> <li>➤ Provide student with Wellness Pass</li> <li>➤ Send student to Wellness Centre</li> <li>➤ Send student buddy with an out-of-class pass to accompany the student if necessary</li> <li>➤ Enter information in SEQTA - Notification of Concern – Health (tag Year Coordinator)</li> </ul>	<u>Notification of Concern – Health</u> Student experiencing fever and nausea during session 3. Issued Wellness Pass and sent student to Wellness Centre at 11.40am. (Tag Year Coordinator)	Wellness Centre Officer will; <ul style="list-style-type: none"> <li>• initiate the <i>Student Injury or Illness Procedures</i></li> <li>• initiate <i>AIIR Form Process</i> if applicable;</li> <li>• update SEQTA attendance.</li> </ul>
	Medical emergency	<ul style="list-style-type: none"> <li>➤ Provide first aid as necessary</li> <li>➤ Phone Wellness Centre on the <b>emergency phone</b> or call over two-way radio <b>immediately</b></li> <li>➤ Enter information in SEQTA - Notification of Concern – Health (tag Head of Student Services)</li> </ul>	<u>Notification of Concern - Health</u> At recess, in quad B, student jumped off outdoor table and landed on ground injuring left arm. Provided first aid. Called Wellness Centre on two-way for support. (Tag Head of Student Services)	Wellness Centre Officer will; <ul style="list-style-type: none"> <li>• arrange immediate support;</li> <li>• initiate the <i>Student Medical Emergency Procedures</i>;</li> <li>• initiate <i>AIIR Form Process</i>;</li> <li>• update SEQTA attendance.</li> </ul>
	Non-suicidal <u>self injury</u> or suicidal ideation	<ul style="list-style-type: none"> <li>➤ Keep student safe and engaged in learning</li> <li>➤ Use protective interrupting as appropriate</li> <li>➤ Phone Wellness Centre or call over two-way radio as soon as possible</li> <li>➤ Enter information in SEQTA - Notification of Concern – Health (tag Year Coordinator)</li> </ul>	<u>Notification of Concern - Health</u> NSSI concern. Phoned Wellness Centre for follow up. (Tag Year Coordinator)	Wellness Centre Officer will; <ul style="list-style-type: none"> <li>• contact a Gatekeeper to manage the situation;</li> <li>• initiate the <i>NSSI Procedures</i>.</li> </ul>
	Student under influence of drugs/alcohol	<ul style="list-style-type: none"> <li>➤ Keep student safe</li> <li>➤ Phone Wellness Centre or call over two-way radio as soon as possible</li> <li>➤ Enter information in SEQTA - Notification of Concern – Health (tag Year Coordinator)</li> </ul>	<u>Notification of Concern - Health</u> Concern that student may be under influence of alcohol. Phoned Wellness Centre for follow up. (Tag Year Coordinator)	Wellness Centre Officer will; <ul style="list-style-type: none"> <li>• arrange urgent support;</li> <li>• initiate the <i>Alcohol and Other Drugs Procedures</i>.</li> </ul>
	Risk Management Plan student whereabouts unknown	<ul style="list-style-type: none"> <li>➤ Phone Wellness Centre on the <b>emergency phone immediately</b></li> <li>➤ Enter attendance in SEQTA</li> </ul>	NA	Wellness Centre Officer will; <ul style="list-style-type: none"> <li>• initiate the <i>Risk Management Plan or Memo Procedures</i>;</li> <li>• update SEQTA attendance.</li> </ul>



## Appendix IV: Student services wellness centre triage



### Ballajura Community College Student Health Policy and Procedures Student Services Wellness Centre Triage



**REACH: HEALTH** – We acknowledge the importance of physical and mental health

1. Identify and record on message pad – caller, year group of student, student name, issue, location
2. Respond – repeat details of issue, state “I’m going to organise for [who] or a back up to assist [priority]”
3. Follow up – as per triage
4. Keep records – as per triage

	HEALTH AND WELLBEING ISSUES				
	Student injury or illness	Medical emergency	Non-suicidal self injury or suicidal ideation	Student under influence of drugs/alcohol	Risk Management Plan student whereabouts unknown
Incoming	Self-presentation	Emergency phone or two-way radio	Phone or two-way radio	Phone or two-way radio	Emergency phone
Priority	As relevant	Immediate	Urgent	Urgent	Immediate
Staff to contact		Relevant Head of Student Services	Gatekeeper trained Year Coordinator	Relevant Head of Student Services	Relevant Head of Student Services
How to contact		Mobile phone	Phone Hub reception	Phone Hub reception	Mobile phone
Back up		Other Head of Student Services Deputy Principal Principal	Other gatekeeper trained staff member	Other Head of Student Services Deputy Principal	Other Head of Student Services Deputy Principal
Actions	Wellness Centre Officer; • initiates the Student Injury or Illness Procedures • initiates AIJR Form Process if applicable; • updates SEQTA attendance	Wellness Centre Officer, • arranges immediate support; • initiates the Student Medical Emergency Procedures; • initiates AIJR Form Process • updates SEQTA attendance	Gatekeeper, • follows NSSI/SI procedures	Head of Student Services; • follows Alcohol and Other Drugs Policy and Procedures	Wellness Centre Officer, • follows Risk Management Plan or Memo Procedures
Records	Wellness Centre reception; • updates SEQTA attendance with information in 'brief details' section	Head of Student Services; • updates teacher SEQTA entry with follow up actions and outcomes • completes an OIN	Gatekeeper, • updates teacher SEQTA entry and lock entry • stores Risk Assessment in student's confidential file	Head of Student Services; • updates teacher SEQTA entry with follow up actions	Year Coordinator, • updates SEQTA attendance or complete SEQTA entry – Pastoral Care
Notes		An Executive Team member may initiate the critical incident management plan where necessary	Contact Relief Coordinator if relief is needed for gatekeeper		

Wellness Centre open 8.15am – 3.15pm

Phone: 27725 or 9262 7725

**Emergency phone: 0457 241 538**

## Appendix V: First aid kit and defibrillator location map

