



SILVER TREE STEINER SCHOOL

Student Healthcare Policy

(includes Anaphylaxis Management)

2026

This policy applies to: All staff and parents

Please note, Asthma information can be found in 'STSS Asthma Care' policy

AUTHORISED BY:	Head of School
VERSION:	Version 8
DATE:	February 2026
REVIEW:	February 2027

Contents

Student Health Care Policy	3
Definitions	3
Procedures.....	4
Identifying & Managing Health Needs	4
High-Risk Medical Conditions	4
Parent Partnerships	4
Staff Roles & Responsibilities	4
Health-Related Absences.....	4
Medical Records & Confidentiality	4
Emergencies, First Aid & Transport	5
Administration Of Medication	5
Guidelines	5
Administration of Medication Forms	6
Anaphylaxis.....	6
School Responsibilities	6
Health Care Plans & Medical Information	6
Unexpected Reactions	7
Student, Peer & Community Education	7
Risk Minimisation Strategies	7
Managing Adrenaline Auto-Injectors (E.G. EpiPens).....	7
Emergency Response Procedure (On-Site and Off-Site)	8
Legal Authority for Administration.....	8
Post Incident Procedure	8
Communicable Disease Management.....	8
Headlice	9
Pandemic Management	9
Student Immunisation	10
Appendix A – Important Contact Information.....	11
Appendix B - Communicable Disease Administrative Flowchart	12

Student Health Care Policy

Silver Tree Steiner School is committed to supporting the health, safety, and wellbeing of all students. We take reasonable steps to protect students from known or foreseeable risks, especially those with medical conditions such as asthma, allergies, or anaphylaxis.

We aim to create a safe and supportive environment where all students can participate fully in school life. This includes:

- Identifying and managing health risks, including those related to infectious diseases and pandemics.
- Managing student health in line with relevant legislation, and working with parents/guardians to assess individual health risks and develop appropriate risk minimisation strategies.
- Ensuring staff are informed, trained, and equipped to support student health and respond to emergencies.
- Providing safe facilities and employing qualified staff to meet our duty of care.

Health care support is essential to promote student wellbeing and ensure all students can thrive at school.

Definitions

- **Adrenaline** means adrenaline in the form in which it is classified as a Schedule 3 poison under the *Medicines and Poisons Act 2014*.
- **Enrolled Child** means a student of Silver Tree Steiner School.
- **Staff Member** means a person who is employed by Silver Tree Steiner School.

Procedures

Identifying & Managing Health Needs

- At enrolment, parents must provide medical information and immunisation records. Families are asked annually to update this information.
- Where necessary, a Health Care Management Plan will be developed with parents, outlining risks, staff responsibilities, and emergency procedures. Plans are reviewed annually or when needs change.
- If a student's health needs exceed the school's capacity to provide care, the Head of School will consult with AISWA.

High-Risk Medical Conditions

If a student has a complex or life-threatening condition and the school may be unable to provide necessary care:

- Parents will be informed of resource limitations.
- A review will assess the school's capacity to meet the student's needs, involving parental input.
- If support is not feasible, the matter will be referred to AISWA Inclusive Education Consultants.

Right of Review: Parents may seek a review under Section 86(4), School Education Act 1999.

Parent Partnerships

Parents are expected to:

- Provide accurate and current health information.
- Collaborate with the school to develop and support health care plans.
- If uncooperative and the child has a serious condition, the Head of School may seek advice from a community nurse, Legal Services, or the Department for Child Protection.

Staff Roles & Responsibilities

- Teachers are expected to support health care plans but may decline medical procedures or training if it is reasonable to do so.
- All staff must provide first aid within their level of training during emergencies.
- The Head of School holds overall responsibility for student health care in the absence of trained staff.

Health-Related Absences

- The school may provide educational support for students who are chronically ill or absent long-term due to health reasons.
- If a child appears too unwell to attend school, the Head of School may request a medical certificate (*Section 27, School Education Act 1999*).

Medical Records & Confidentiality

The Head of School will:

- Maintain up-to-date student health records per the school's Records Management Policy.
- Keep signed documentation on file.
- Ensure health information is kept confidential.

Health information may only be shared:

- With consent from parents or independent minors.
- If there is an immediate risk (e.g. suicide).
- If required by law (e.g. child protection reporting).

Mandatory reporting of child sexual abuse applies under the Children and Community Services Act 2004 (See *Child Protection Policy*).

Emergencies, First Aid & Transport

- In a medical emergency the Head of School or a staff member of the school will arrange medical attention and transport.
- Staff must record and report actions taken to parents and the Head of School.

Head Injuries: Parents will be contacted immediately, regardless of severity, due to the risk of delayed complications, and asked to collect their child to monitor them.

First Aid:

- Minor injuries are treated in class.
- More serious injuries are referred to Reception.
- Parents are contacted for all significant injuries.

Transport:

When transport is needed:

- Ambulance use is preferred, if available.
- In the event of medical care being required on a camp or excursion, a private vehicle may be used and a staff member must accompany the child.
- Parents are responsible for all emergency transport costs.

Administration Of Medication

Guidelines

Medication will only be administered at school or during school activities with written consent from a parent or guardian.

The Head of School (or nominee) will:

- Request completion of the relevant form for short- or long-term prescribed medication.
- Keep records of medication administration using the *Record of Administration & Health Care Support* form.
- Ensure medication is stored safely and administered according to prescription instructions.

Important requirements:

- All medication must be provided to Reception in its original chemist-labelled container, showing the student's name and dosage instructions, along with the completed consent form.
- Medication (except asthma or anaphylaxis medication) is to be stored at Reception or with the Classroom Teacher.
- Students must not carry medication in their school bags under any circumstances (except asthma or

anaphylaxis medication).

Administration of Medication Forms

Parents/guardians must complete the appropriate form before any medication, including homeopathic remedies, can be administered at school:

- **Short-Term Medication:**
Complete the *Administration of Medication Form*
- **Long-Term Medication:**
Complete a *Health Care Management Plan*

Completed forms should be stored with the student's medication and then filed in the student's school record. Forms are available from Reception or in the Policies and Forms section of the school website.

Anaphylaxis

Anaphylaxis is a severe, potentially life-threatening allergic reaction that can occur without warning. Food allergies are the most common triggers in children, but insect stings, medications, and latex can also cause reactions. All allergic reactions must be treated as medical emergencies.

School Responsibilities

Silver Tree Steiner School is committed to minimising the risk of anaphylaxis by:

- Obtaining and updating medical information from parents/carers at the beginning of each year.
- Identifying at-risk students and known triggers.
- Developing and implementing individual Health Care Management Plans and ASCIA Action Plans.
- Training staff to recognise and respond to anaphylactic reactions.
- Providing age-appropriate education to students and their peers.
- Implementing risk minimisation strategies for all school settings.

Health Care Plans & Medical Information

It is the responsibility of parents to provide medical information at enrolment, and to update the school throughout the school year whenever a student is diagnosed or experiences a change in their condition. Parents must provide:

- A completed **ASCIA Action Plan for Anaphylaxis**, signed by a registered medical practitioner
- A current photo of the student and emergency contact details
- Details of confirmed allergens and prescribed medication (e.g., EpiPen/Anapen)

ASCIA Action Plans are available at: <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

Action Plans must be updated annually or when adrenaline auto-injectors (AAIs) are replaced. Parents must also supply the school with the student's prescribed AAI.

Risk minimisation strategies will be discussed with parents and documented in the student's Health Care Management Plan.

Staff Training & Preparedness

The School Receptionist (First Aid Officer), all teachers, and Early Childhood Assistants must complete:

- ACECQA-approved First Aid, Asthma, and Anaphylaxis training (every 3 years)

Non-teaching and relief staff are also encouraged to complete this training.

An AAI training device is available in the office's 'additional First Aid Supplies' box, clearly labelled as 'Training Device', for staff practice.

Unexpected Reactions

Some students may experience their first anaphylactic reaction at school without prior diagnosis. To prepare for this:

- All staff are trained to recognise anaphylaxis symptoms.
- General-use AAIs and ORANGE ASCIA Action Plans are available in key locations.
- Staff are instructed to treat suspected reactions as emergencies.

General use AAIs do not replace the need for parents to supply their child's prescribed AAI to the school and should therefore be considered additional to personal prescribed AAIs.

Student, Peer & Community Education

The school shares responsibility with parents to teach students about allergy management. Age-appropriate education is provided to:

- Students - how to avoid triggers, speak up, and manage their condition.
- Peers - understanding the seriousness of allergies, avoiding food sharing, and how to respond in an emergency.
- Parents/guardians - awareness of school policies and risk minimisation strategies.
- Staff - recognising risks during school activities, providing inclusive support, and addressing allergy-related bullying or teasing.

Risk Minimisation Strategies

While eliminating all allergens is impractical, the school will:

- Implement age-appropriate strategies to reduce exposure risk.
- Review strategies regularly and after a serious allergic incident.
- Encourage safe food practices (e.g., no food sharing, handwashing).
- Consider risks when planning excursions, camps, and special events.

Managing Adrenaline Auto-Injectors (E.G. Epipens)

- **Storage:** AAIs are kept in **unlocked**, easily accessible locations at room temperature (15-25°C), away from heat/sunlight
- **Student AAIs:** Kept with the student or in the classroom per their Health Care Plan
- **General-use AAIs:**
 - 2x at Reception
 - 1x in each of the 3 bushwalk First Aid backpacks
 - 2x taken on every excursion or camp
 - 1x in the Village First Aid Backpack (outside Class 4)

First aid kits and AAIs are audited each term. Expired or damaged AAIs are replaced promptly. Student plans are accessible to staff via the school database and in designated areas, including classrooms, the First Aid folder, and the office.

Emergency Response Procedure (On-Site and Off-Site)

In the event of a suspected anaphylactic reaction:

1. Follow the ASCIA Action Plan to assess symptoms.
2. Lay the child flat (or sit upright if breathing is difficult).
3. Administer the AAI immediately - adrenaline is the first-line treatment.
4. Dial 000 for an ambulance - the child must be transported to hospital.
5. Contact parents/guardians.
6. Do not cancel the ambulance until the child is handed over to medical staff or parents.
7. If in doubt - treat as anaphylaxis and give the AAI.
8. If required, CPR should be provided by trained staff.
9. Keep the child calm and monitor until help arrives.

Note: Anaphylaxis may present with asthma-like symptoms even without rash or swelling.

Legal Authority for Administration

Under the School Education Regulations 2000 (R148A(2)), staff may administer adrenaline via an AAI if they reasonably believe a student is experiencing anaphylaxis, even without prior consent.

The Health Safety and Civil Liability Act (2011) protects staff from civil liability when they administer medication in good faith during a medical emergency, unless they are impaired by intoxication.

Post Incident Procedure

Following an anaphylactic event, the school will:

- Review how exposure occurred and whether it could have been prevented
- Liaise with parents to update or create a Health Care Plan and ASCIA Action Plan (if newly diagnosed)
- Submit a Critical Incident Report to the Board Chair and Director General within 48 hours
- Provide staff debriefing and psychological support where required
- Replace used AAI promptly
- Review and improve anaphylaxis response procedures

Communicable Disease Management

Silver Tree Steiner School is committed to maintaining a safe and healthy environment by actively managing the spread of communicable diseases, including respiratory infections (e.g. colds, flu, COVID-19), gastroenteritis, and other notifiable illnesses.

Illness and Attendance

To help reduce the risk of transmission, the school encourages:

- Staff and students to stay home when unwell, especially during the early stages of illness when they are most contagious.
- Return to school only when:
 - Cold or flu symptoms have fully resolved.
 - At least 24 hours have passed without symptoms following gastroenteritis.
- Parents to seek medical advice if a student has ongoing or unusual symptoms.

Responding to Communicable Diseases

If a student or staff member is diagnosed with a communicable disease, the Head of School will:

- Follow current Department of Health guidelines.
- Refer to the Department of Health's Control of Communicable Diseases Manual for exclusion periods and reporting requirements.
- Notify the local Public Health Unit if the disease is notifiable, and act according to their advice.

Infection Prevention Strategies

To minimise the spread of infection, the school promotes:

- Regular handwashing with soap and water (minimum 15 seconds), especially before eating, after using the toilet, blowing the nose, or exposure to bodily fluids.
- Effective surface cleaning using detergent and water, followed by thorough drying.
- Safe cleanup of spills, using personal protective equipment (PPE) such as gloves and masks, and proper disposal of contaminated materials.
- Accessible PPE and cleaning supplies throughout the school.
- Consultation with the Department of Health or Public Health Unit regarding suspected or confirmed outbreaks.

Headlice

Head lice are tiny insects that live on the scalp and feed on blood. They lay eggs, called nits, attached to the hair shaft. Head lice are not harmful, do not spread disease, and are not related to personal hygiene.

They are primarily spread through direct head-to-head contact during activities such as group work, play, or hugging.

Under the *School Education Act 1999*, the Head of School may exclude a child from school until treatment for head lice has begun.

If a staff member suspects a child has head lice, the child will remain at school but avoid close group activities. Parents will be notified and asked to start treatment promptly. Staff will not conduct lice checks on students.

Children may return to school once all live lice have been removed. It is not necessary to stay home if only a few eggs remain; however, treatment should continue for 10 days to ensure all lice and nits are eliminated.

For more information, refer to the following websites:

- **Health Direct** <https://www.healthdirect.gov.au/head-lice>
- **Healthy WA** https://www.healthywa.wa.gov.au/Articles/F_I/Head-lice

Pandemic Management

Silver Tree Steiner School is committed to protecting the health and safety of students and staff during pandemics. We will implement a comprehensive response plan based on current public health advice and guidelines from relevant authorities. The school will continuously monitor the situation and update protocols as needed to ensure everyone's well-being.

Clear and timely communication with families is a priority, keeping the school community informed about any policy or procedure changes.

Contingency Planning

The Head of School is responsible for developing and maintaining contingency plans to manage:

- Safety of students and staff
- Disruption to teaching and learning
- Protection of the school's community reputation
- Continuity of essential business functions
- Compliance with all relevant regulations

Student Immunisation

Silver Tree Steiner School adheres to Western Australia's legislative requirements regarding immunisation status. Detailed guidelines for immunisation requirements in WA kindergartens and schools can be found here:

https://ww2.health.wa.gov.au/Articles/F_I/Immunisation-enrolment

While enrolment of unimmunised children is permitted under approved circumstances, parents should be aware that during outbreaks of vaccine-preventable diseases (such as measles), unvaccinated students may be excluded from school for an extended period, as per the WA Health Act 1911.

Whilst immunisation in WA is not compulsory and is regarded by our school as a parental choice, we do ask that you consider this when determining if your child is well enough to attend school.

Appendix A – Important Contact Information

For advice regarding communicable disease management:

The Department of Health

Phone: (08) 9222 4222

Website: <https://www.health.wa.gov.au>

To report a notifiable disease, contact the local public health unit:

Boorloo (Perth) Public Health Unity

Phone: 9222 8588 or 1300 623 292

Email: bphu@health.wa.gov.au

Website: <https://www.nmhs.health.wa.gov.au/Health-Professionals/Boorloo-PHU>

Appendix B - Communicable Disease Administrative Flowchart

