

Student Health Care

Management and Emergency Response Plan

A Management and Emergency Response Plan provides your child's school with information they need to respond to specific medical needs. The plan outlines:

- a daily management plan
- an emergency response plan
- staff training requirements
- medication instructions such as dosage, storage and when it needs to be taken
- your authority to act.

Management and Emergency Response Plans may need to have a signature from your child's medical practitioner.

It is important to ensure the plan is in place as soon as possible. You should also review the plan each year or as your child's needs change.

Types of Plans

Management and Emergency Response Plan templates are available from your school for common conditions such as:

- severe allergy or anaphylaxis
- mild and moderate allergies
- seizure
- asthma
- activities of daily living
- emergency response plan for students with special needs
- generic health care (for all other conditions including daily administration of medication)

Plans for students with diabetes are developed using the Diabetes WA templates.

If your child needs medical equipment at school, it is important to ensure you supply the equipment in good working order and medication is within the expiration date.

Medication and Equipment

If your child needs medication stored and administered at school (**this includes prescription, non-prescription, and complementary medicines**) you need to provide:

- medication that is labelled with your child's name, in its original packaging and is **within expiry**
- written authorisation for the school to administer the medication using a standard form from the school.

This applies to medication for long-term and short-term use.

Management and Administration of Medication

It is the responsibility of the parents or carers to ensure that up-to-date, unexpired medication is provided to public schools in Western Australia.

In accordance with the Department of Education's Student Health in Public Schools policy, parents are responsible for:

- notifying the school of any changes to the student's health status
- ensuring health care / emergency response plans remain up-to-date
- replacing expired medication

When providing medication for daily administration, please ensure this is supplied in its original packaging or, if this is not possible, a clear photograph of the original packaging is required.

Parents are to provide tablet medication in its correct dosage (staff may not cut provided medication) together with a dosette box for daily administration.



It is important that you maintain communication with your child's school, and advise of any changes or concerns you may have.