



GUIDELINE

Student health care plans

Scope (Staff):	Community health
Scope (Area):	CACH, WACHS

Child Safe Organisation Statement of Commitment

CAHS commits to being a child safe organisation by applying the National Principles for Child Safe Organisations. This is a commitment to a strong culture supported by robust policies and procedures to reduce the likelihood of harm to children and young people.

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

Aim

To support nurses working in school settings with their role in relation to student health care plans.

Risk

Student health, wellbeing and safety may be compromised if adequate health care plans are not in place and correctly implemented.

Background

There are many students enrolled in WA schools who experience health conditions that may require support while they are at school. A health condition may be a short term injury or illness, or a chronic condition requiring long-term management. Some students have conditions which are life-threatening, and a small number have life-limiting illnesses.

The Department of Education's (DOE) *Student Health Care in Public Schools Policy* and *Procedures* outline processes for developing and implementing student health care plans.¹

As stated in the DOE policy, it is the school principal's responsibility, as site manager, to manage its implementation and to ensure systems, processes and roles are established and staff are aware of these.¹

Community Health Nurses may be involved in support for developing health care plans for students with additional health care needs.²

Definitions

Student health care planning: The process undertaken by a school to identify the support required to cater for student health care needs while in the care of the school.³

Health care documentation (DOE): The records of health information and interventions that reflect the facts of health care, such as student health care summary and specific health emergency response plans for known conditions. These documents belong to the school and may be shared with the Community Health Nurse.³

Student management and emergency response plan (Forms 2–10) (DOE): The documented management and emergency response plan for students. Plans are developed by the school in consultation with the student and their parents. The plans may also be developed in consultation with the community health nurse.³

Student health care summary (Form 1): A school document that provides a school-based overview of a student's health needs / conditions, planning requirements and emergency contact details.³

Complex (additional) health care needs: Refers to the level of health care and other support required (across a continuum) for an individual, dependent on level of disability and/or disease, impact on functionality, age and developmental stage.³

Chronic conditions: Are those that; have complex and multiple causes; may affect individuals, either alone, or as comorbidities; usually have a gradual onset, although they can have sudden onset and acute stages; occur across the life cycle, although they become more prevalent with older age; can compromise quality of life and create limitations and disability; are long-term and persistent, and often lead to a gradual deterioration of health and loss of independence; and while not usually immediately life threatening, are the most common and leading cause of premature mortality.³

Key points

- The principal or delegated school staff member is responsible for ensuring health care plans are completed and implemented for students with health care needs.
- Community health nurses may play a role in advocating that students with health care needs have a plan in place and are supported by the school community.
- Community health nurses may provide information, referral and support for students and their families in relation to health care needs.
- Community health nurses may support student health planning by providing;
 - Advice and assistance with the development of health care plans for students with additional health care needs for which no standardised plans are available;
 - Assistance with case coordination for students with additional health care needs, and;
 - Advice, guidance and information, including advice about accessing external training for school staff to effectively support student health care.

- The support of community health nurses in this work is negotiated at the school level. This may involve establishing communication processes about students with health care needs and health care planning.
- Community health nurses are not responsible for completing administrative tasks associated with student health care plans.
- The responsibility for the storage and administration of medication resides with the principal.

Documentation

Nurses maintain accurate, comprehensive and contemporaneous documentation of assessments, planning, decision making and evaluations according to CACH and WACHS processes.

Compliance monitoring

Failure to comply with this policy document may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 the [Health Services Act 2016](#) (WA) and is binding on all CAHS and WACHS staff as per section 27 of the same act.

Compliance monitoring methods may include observation of clinical practice, clinical incident review, client health record documentation audit and/or attendance at identified training sessions.

References
1. Department of Education Western Australia, Student Health Care in Public Schools Policy and Procedures
2. MOU between DOE, CAHS and WACHS for the provision of school health services for students attending public schools, 2022-2024
3. Common language Framework (June 2024). Companion document of the MOU between DOE, CAHS and WACHS for the provision of school health services for students attending public schools/


Related internal policies, procedures and guidelines
The following documents can be accessed in the Community Health Manual: HealthPoint link or Internet link or for WACHS staff in the WACHS Policy link
School-aged health services
School-aged health services – primary
School-aged health services - secondary

The following documents can be accessed in the WACHS Policy Manual
Paediatric Diabetes Notification Procedure
The following documents can be accessed in the CAHS Policy Manual
Paediatric Goals of Patient Care

Related external legislation, statewide mandatory policies, and guidelines
Consent to Treatment Policy
Guidelines for Protecting Children
Infection Prevention and Control policies

Related resources
The following resources and forms can be accessed from the CAHS-Community Health School Health Resources page on HealthPoint
MOU between DOE, CAHS and WACHS for the provision of school health services for students attending public schools: 2022-2025
Information session for Education Staff (Anaphylaxis)
Information session for Education Staff (Asthma)
Information session for Education Staff (Diabetes)
Information session for Education Staff (Epilepsy)
Working With Youth – A legal resource for community based health professionals

This document can be made available in alternative formats on request.

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