

Julia Gillard Community College Policy and Procedure

Policy name	School Health Policy and Procedure
Responsible person	Assistant Principal Senior First Aid Officer
Staff involved	All staff
Review dates	Approved: 19 June 2026 Review Date: 2027

Introduction

Julia Gillard Community School (the **School**) is an independent special assistance senior secondary school based in Werribee. The School delivers the Victorian Pathway Certificate (VPC) and VCE Vocational Major Certificate (VM) for students aged 15-19 years. It provides a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The School is committed to supporting students to reach their personal, social and educational potential.

Purpose

The Purpose of this Policy & Procedure is to communicate how the School ensures the health and safety of staff, students and volunteers.

Policy Context

Julia Gillard Community College (JGCC/the School) has a duty of care to provide and maintain a healthy and safe environment for all staff, students, and volunteers working at or attending the and, to minimise the risk to anyone contracting a communicable disease.

All students should feel safe and supported while attending classes or services at the School.

The School will support and protect from discrimination, harassment or vilification any clients, students, staff or others who have a communicable disease.

The School will safeguard the privacy and confidentiality of any staff, student or other person who discloses that they have a communicable disease.

Staff or students with a communicable disease have a duty of care to minimise the risk of transmission to other members of the School community.

The School will promote informed awareness, tolerance and understanding by students, staff and others of the issues and concerns in relation to communicable diseases, by ensuring that information relating to communicable diseases is distributed as required.

At enrolment, if a health care need is identified, a clear plan to support the student's need must be developed, particularly for students in the School.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 19/6/2026

Julia Gillard Community College Policy and Procedure

This policy and the guidelines contained within it, apply to all staff, students and volunteers of the School.

This policy along with other relevant policies will be reviewed annually.

The School will provide a Senior First Aid Officer as a resource to staff, students and clients. Training will be offered and provided to staff to ensure:

- Training in basic first aid
- The School meets its duty to deal with specific student health needs such as asthma
- The School is capable of dealing with more complex needs such as anaphylaxis, diabetes or epilepsy
- The School plans for and meets diverse health needs such as for excursions

Immunisation

Staff working with students may wish to consider immunisation to decrease the risk of contracting or passing on infectious diseases.

Ensuring you remain up to date with your immunisations is the most effective way you can protect yourself and students you work with from vaccine preventable diseases.

Note: Please consult your doctor about your work environment and available immunisations or to discuss any concerns you may have. e.g. flu vaccination

COVID-19

The School has decided that the most effective way to meet its workplace health and safety obligations, and its duty of care to students, and workforce, is to highly recommend that all staff are fully vaccinated against COVID-19. Refer to Wyndham CECs *COVID-19 Vaccination Policy & Procedure (Staff and Volunteers)*.

Exclusion

Communicable Diseases

- The School encourages correct and safe hygiene practices. Staff, volunteers or students with a communicable disease have a duty of care to minimise the risk of transmission to other members of the School community.
- Staff will be notified as required, of any communicable disease outbreak known to be present at the School.
- Confidentiality of individuals should be maintained at all times.
- Staff, volunteers and students are requested to attend their local doctor for diagnosis of any potential communicable disease.
- Refer to Wyndham CECs *Epidemic & Pandemic Policy and Procedure*.

Julia Gillard Community College

Policy and Procedure

Unwell staff, volunteers or students

- It is not in the best interest of the general the School community for someone to attend the School whilst sick, particularly with a communicable illness.
- Should a student become sick at the School they may need to be isolated in the sick bay or other available private room whilst all attempts are made to contact the parent/carer or emergency contact to arrange removal from the School (Refer to Wyndham CECs *Epidemic & Pandemic Policy and Procedure*).

Serious ill health or hospitalisation

- The School has the right to request a medical clearance for serious illnesses prior to returning to the School.

Unwell School students under-18

- If a minor (under-18) develops a serious medical condition or suffers an accident requiring immediate medical attention that minor will be taken to the hospital via ambulance and will be accompanied by a staff member; parents/carers will be contacted immediately.
- The staff member accompanying the minor will take the enrolment form which contains relevant medical information and parent contact details for that minor with them.
- The staff member accompanying the minor will stay with the minor until the arrival of the parent or carer.
- Parents need to be aware that if an ambulance is required, one will be called and parents will be responsible for the expense.
- Refer to Wyndham CECs *Epidemic & Pandemic Policy and Procedure*.

The importance of good hygiene

Hand washing

- Staff, students and volunteers should practice effective hand washing techniques at all times.
- Posters outlining effective hand washing techniques will be displayed throughout the School on noticeboards and in toilet areas.
- These posters should be changed regularly so that they remain noticeable and prominent.
- Hand sanitiser is available throughout the venue especially at the entrance to all venues.

Records

All: An Accident, Injury and Illness Report Form will be filled in and signed by the relevant staff member, if a student becomes ill whilst attending the School.

For students/clients (under 18): A parent/carer must sign the Accident, Injury and Illness Report Form when they collect the student from the School.

Medication management for students (under-18)

- The School recognises that there may be times when staff need to administer medication to a student if requested by a parent / guardian when the student under-18 is

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 19/6/2026

Julia Gillard Community College Policy and Procedure

unable to self-administer. In such instances, the School will require written permission from the medical practitioner or the parents/ guardians (on the Medication Authority Form).

- The School has a Senior First Aid Officer and first aid trained staff. The School can arrange staff to administer medication to students under-18 if required and if consent is provided by the parent/legal guardian.
- The School's duty of care is to administer the correct dose of medication according to written instructions received by the parent/guardian and Doctor or medical practitioner.
- These instructions must contain directions for storage which should be away from the classroom and away from the first aid kit but still in an accessible place for the staff member responsible for administering it.
- Medication must be in the original bottle or packaging and must be clearly labelled with the name of the student, time and dosage to be administered.
- The expiry date of the medication must be visible.
- The School will ensure that privacy of the student is maintained in relation to medication and illness.
- The School does not administer non-prescribed medicines such as paracetamol or analgesics to students and does not keep them on the premises.
- In the event of medication needing to be administered to a student under-18, a record must be kept on file.
- In the event that the School staff become responsible for ongoing administration of medication to a student under-18, all instances of administration must be recorded on the Medication Authority Form.
- Two staff members must oversee the administering and recording of medication.
- These forms will be stored in the student's file and a copy in the Assistant Principal's
- Teachers of students requiring medication must be informed by the Assistant Principal or her delegate of this need and the student must be released from class to obtain the medication from the Assistant Principal's office.
- The School cannot support a student taking the first dose of a new medication on site, in case of an allergic reaction. This should be done under the supervision of the family or the student's medical practitioner.
- The School will not under any circumstances allow use of medication by anyone other than the prescribed student.
- For students who will be self-administering medication, the School can provide a safe and private place to do so if requested.
- The School has safe storage facilities for student medications.
- Students with **Asthma** or **Anaphylaxis** must provide an Action Plan signed by their doctor and have their medication available and onsite at all times, prior to attending the School. See the **Anaphylaxis Management** and **Asthma Management** Policies and Procedures.

Medication Errors

In the event that a student has taken medication incorrectly, follow these steps:

1. If required, follow first aid procedures outlined in any student health support or management plan (if the student has one)

Julia Gillard Community College Policy and Procedure

2. Ring the Poisons Information Line 13 11 26 for a conscious person or 000 for an unconscious person
3. Act immediately upon all advice from Poisons Info such as calling an ambulance on 000 if advised to do so
4. Contact the parent/ guardian or the emergency contact person to notify them of the medication error and action taken
5. Review medication management procedures at the School in light of the incident

Health care planning for students under-18

Parents/ guardians will be informed about the School policies and procedures for supporting student health at the enrolment interview.

When a need is identified, clear and accurate information needs to be collected about those needs including:

- Any routine ongoing needs such as medication
- Any personal support needs
- Any equipment the student needs/ uses (as required)
- Emergency care needs associated with for example, epilepsy, anaphylaxis, asthma or diabetes
- All Action Plans or information required from a health practitioner such as the student's doctor

N.B The School aims that all staff are trained in First Aid where they learn about the treatment for, anaphylaxis, asthma diabetes and epilepsy.

Information regarding the student's health condition will be maintained by the Assistant Principal and the Principal.

For health care planning for excursions, follow the School Excursions Policy and Procedure.

The Assistant Principal will organise a meeting to discuss any health care planning with:

- the student
- the family
- program staff involved, as required
- the Senior First Aid Officer, as required

A copy of details of the plan will be provided to the Principal. The plan will include avenues and timeframes for monitoring and review

Decision making responsibilities (under-18s)

Students who are 18 years of age are considered an adult and can consent to their own medical treatment.

For students under-18, it is the parent or legal guardian who has the responsibility to make decisions related to health or medical care plans unless that responsibility is varied by a court.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 19/6/2026

Julia Gillard Community College Policy and Procedure

For further information, refer to the *Decision Making Responsibilities for School Students Policy and Procedure*.

Related Documents

Legislation: Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic), Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2017, Children, Youth and Families Act 2005 (Vic), Health Records Act 2001 (Vic), Privacy Act 1988 (Cth), Privacy and Data Protection Act 2014 (Vic), Public Health and Wellbeing Regulations 2019 (regulation 111), Public Health and Wellbeing Act 2008 (Vic) Occupational Health and Safety Act 2004 (Vic).

Policies: School Accident and First Aid Policy & Procedure, School Anaphylaxis Management Policy & Procedure, School Asthma Management Policy & Procedure, School Diabetes Management Policy & Procedure, Privacy Policy & Procedure, School Records Management & Retention and Destruction Policy & Procedure, Epidemic and Pandemic Policy & Procedure, COVID-19 Vaccination Policy & Procedure (Staff and Volunteers), COVID-19 Vaccination Policy and Procedure (Students, Clients and Visitors), School Duty of Care Policy & Procedure

Other: Accident, Injury and Illness Report Form, Medication Administration Log, Medication Authority Form, Anaphylaxis and Asthma Action Plans, Health Support Plan, Diabetes School Action Plan, Epilepsy Management Plan,