

## **School Administrative and Support Staff - special consideration enrolment process**

The PSA Special Education Working Group would like to remind all School Administrative and Support Staff who undertake the enrolment process at their school to ensure that all student enrolments are authorised and signed by the Principal.

The Principal is responsible for ensuring that all documents which may include a risk assessment, individual health care plan and in some cases, a Special Consideration Application in relation to health care procedures, are completed and the appropriate action taken. Please refer to bulletin dated 10 March [HERE](#).

[\(http://psa.asn.au/psa-secures-positive-progress-on-draft-health-care-procedures-manual/\)](http://psa.asn.au/psa-secures-positive-progress-on-draft-health-care-procedures-manual/)

**The PSA is aware that some student enrolments have proceeded without a Special Consideration Application in relation to health care procedures process being undertaken. This is of great concern to the PSA as we believe the health and safety of students may be compromised.**

If members are concerned or believe that students have been enrolled without the correct procedures being adhered to in relation to the Special Consideration Application please contact the PSA at [schools@psa.asn.au](mailto:schools@psa.asn.au)

School Learning Support Officers are reminded of the following:

1. SLSOs should only perform health care procedures under the direct supervision of a teacher
2. Invasive procedures (for example catheterisation and deep suctioning) are **not** within the SLSO role
3. In relation to shallow suctioning and assisting with intermittent self-catheterisation, Special Consideration Applications *are required* prior to a student's attendance at school
4. Performance of health care procedures is voluntary. No SLSO should feel coerced or pressured into undertaking these duties
5. SLSOs should only perform the health care procedures if appropriately trained
6. SLSOs should only perform the health care procedures if remunerated in accordance with the industrial award.

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