



**CORPORATE SERVICES
INDUSTRIAL RELATIONS DIRECTORATE**

Ms Anne Gardiner
General Secretary
Public Service Association of NSW
160 Clarence Street
SYDNEY NSW 2000

DOC16/550370

Attention: Vera Babicheva

Dear Ms Gardiner

Re: Student Injections

I refer to your letter of 20 May 2016 (your reference: A15/0690) regarding the above matter and the Department's correspondence of 18 May 2016.

Your letter refers to one school, West Ryde Public School, where a School Learning Support Officer (SLSO) has volunteered to perform blood glucose level monitoring and administering of insulin as part of the diabetes management plan for a student. The SLSO undertaking this procedure has been trained to perform these tasks and is eligible for an allowance in recognition of this work.

Administration of insulin falls under the Administration of Prescribed Medications Policy. Staff who volunteer to administer prescribed medications at school must complete the *e-Administration of Prescribed Medications at School* course.

In addition, support should be sought from a qualified healthcare provider to provide staff with relevant information about diabetes management in the school setting. I understand that Ms Trish Boss was advised by the school in April this year that these requirements had been met.

In addition the school advised that the SLSO has been supported by the school and the parent of the student to ensure that all parties were confident in the SLSO's ability to undertake these procedures.

The Association also asserts that members have raised this matter with the union at an SLSO Conference but beyond this assertion no particulars have been provided that would allow the Department to respond to this issue.

Given the above the Department will not be issuing a communication to principals as requested by the Association.

I trust this information is of assistance.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Clare Archibald', with a stylized, cursive script.

Clare Archibald
Director, Industrial Relations
June 2016

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