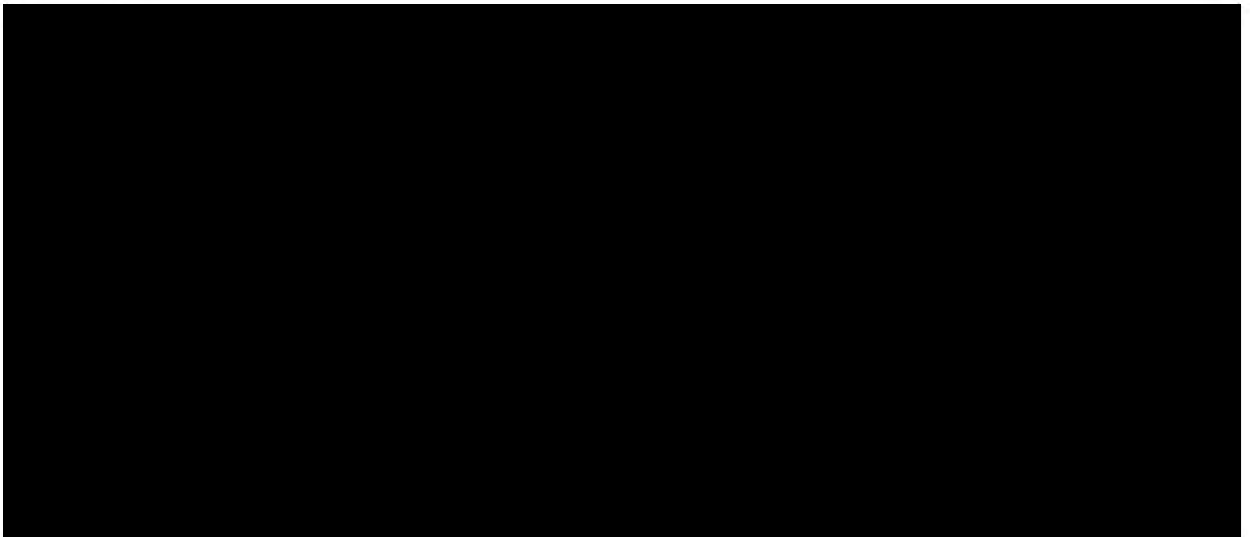
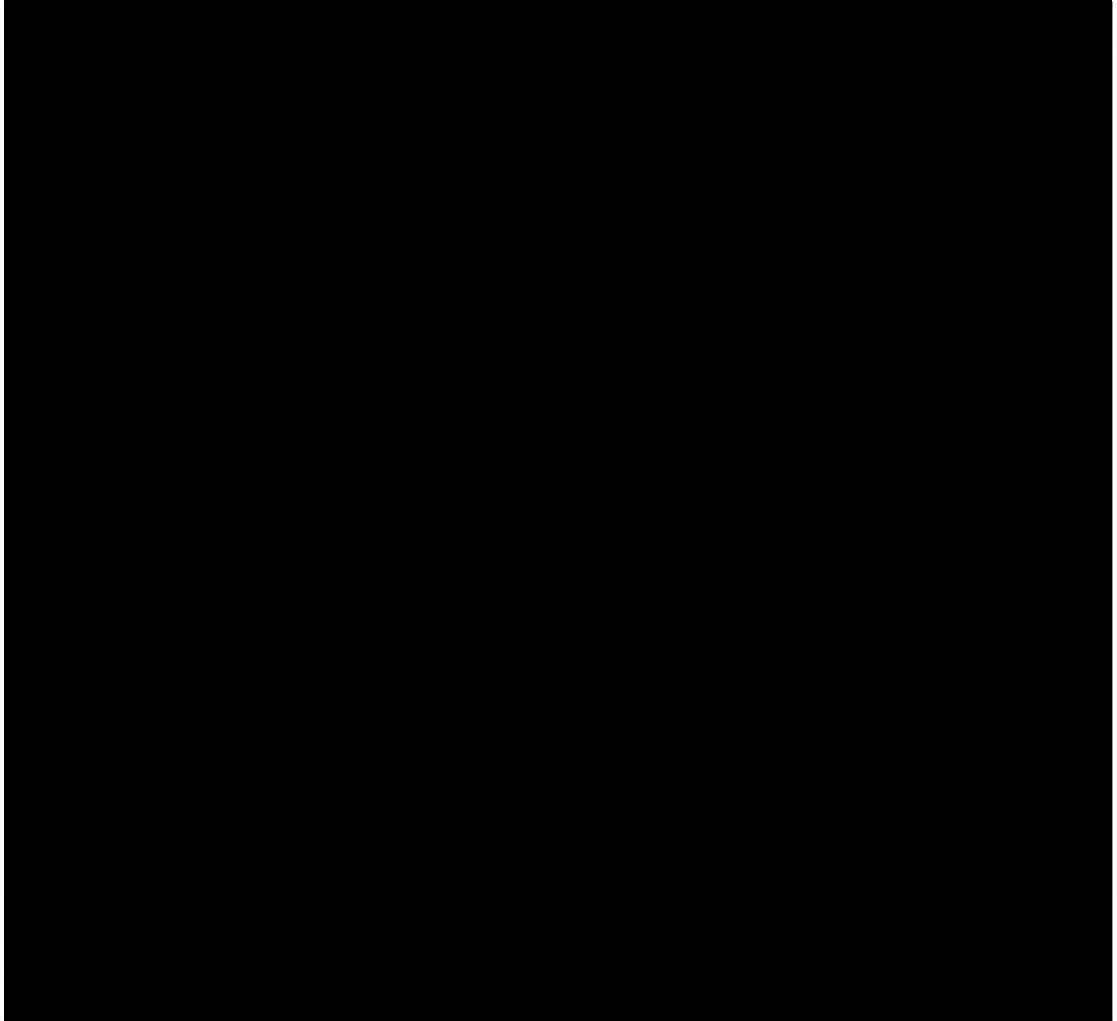
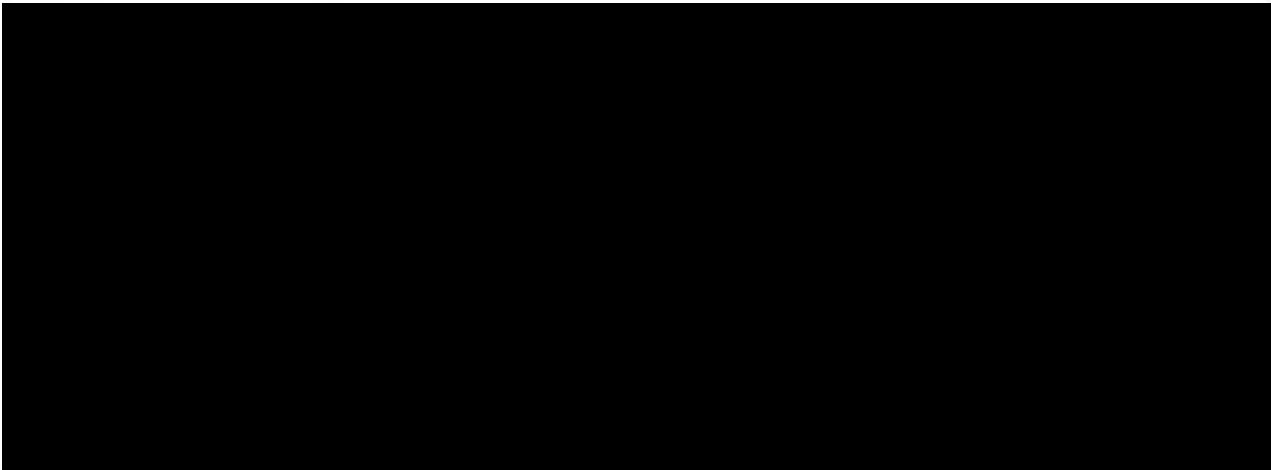


2. An audit of staff in all ACT Public Schools trained in administering medication including the administration of student medication and complex health care procedures and diabetes management procedure, confirming compliance with policies relevant to the administration of medicine in all ACT Public Schools.
3. The Directorate, in consultation with [REDACTED] School developed a thorough workflow plan that outlines responsibilities in a number of scenarios.
4. The Directorate confirmed that two trained First Aid Officers are employed at the school.





Natalie Howson  
Director-General  
September 2017

**Hughes, Rebecca**

---

**From:** Whitten, Meredith  
**Sent:** Friday, 15 September 2017 6:43 PM  
**To:** Hughes, Rebecca; Efthymiades, Deb  
**Subject:** RE: DRAFT FOR CLEARANCE - CAVEAT [REDACTED] School [SEC=UNCLASSIFIED]

Hi Bec

I think Deb was progressing this brief yesterday?

Meredith Whitten | Deputy Director-General |  
**Phone 620 70384** | Mobile [REDACTED]  
**Business Services Division** | Education Directorate | **ACT Government**  
Level 1 Annex 220 Northbourne Avenue Braddon ACT 2601 | GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)  
[www.det.act.gov.au](http://www.det.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

---

**From:** Hughes, Rebecca  
**Sent:** Friday, 15 September 2017 6:42 PM  
**To:** Efthymiades, Deb <Deb.Efthymiades@act.gov.au>  
**Cc:** Whitten, Meredith <Meredith.Whitten@act.gov.au>  
**Subject:** DRAFT FOR CLEARANCE - CAVEAT Ainslie School  
**Importance:** High

Hi both

Does this need to progress?

Bec

Hi Deb

I have added what I think is relevant and fleshed it out a bit. I have highlighted in yellow particular things I'd appreciate your input/thoughts on.

[REDACTED]

Meredith – for your information and input if required.

Thanks

Bec

**Nikolas, Lejla**

---

**From:** Efthymiades, Deb  
**Sent:** Friday, 15 September 2017 6:56 PM  
**To:** Hughes, Rebecca  
**Cc:** Whitten, Meredith  
**Subject:** Re: DRAFT FOR CLEARANCE - CAVEAT [REDACTED] school [SEC=UNCLASSIFIED]  
**Categories:** Action

No, haven't had the opportunity yet

Natalie wanted this to go up by Monday

D

Deb Efthymiades  
Deputy Director General  
System Policy and Reform  
ACT Education Directorate  
Mob: [REDACTED]

Sent from my iPhone

On 15 Sep 2017, at 6:14 pm, Hughes, Rebecca <[RebeccaJ.Hughes@act.gov.au](mailto:RebeccaJ.Hughes@act.gov.au)> wrote:

Great. I just know Natalie doesn't want it to slip and I hadn't seen it progress.

Thanks  
Bec Hughes

On 15 Sep 2017, at 6:43 pm, Whitten, Meredith <[Meredith.Whitten@act.gov.au](mailto:Meredith.Whitten@act.gov.au)> wrote:

Hi Bec

I think Deb was progressing this brief yesterday?

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[Google+](#)

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**To:** Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>  
**Cc:** Whitten, Meredith <[Meredith.Whitten@act.gov.au](mailto:Meredith.Whitten@act.gov.au)>  
**Subject:** DRAFT FOR CLEARANCE - CAVEAT Ainslie School  
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Hi both

Does this need to progress?

Bec

Hi Deb

I have added what I think is relevant and fleshed it out a bit. I have highlighted in yellow particular things I'd appreciate your input/thoughts on.



Meredith – for your information and input if required.

Thanks

Bec

**Nikolas, Lejla**

---

**From:** Howson, Natalie  
**Sent:** Sunday, 17 September 2017 8:56 PM  
**To:** Whitten, Meredith  
**Cc:** Jones, ChrisD; Hughes, Rebecca  
**Subject:** RE: Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

**Categories:** Action

Meredith

Please include in MWB .

**Natalie Howson** | Director-General **Education Directorate** | ACT Government  
 T: 02 6205 9158 | M: [REDACTED] E: [natalie.howson@act.gov.au](mailto:natalie.howson@act.gov.au)  
 Level 6, 220 Northbourne Ave Braddon | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)



*I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.*

---

**From:** Whitten, Meredith  
**Sent:** Wednesday, 13 September 2017 11:03 PM  
**To:** Howson, Natalie  
**Subject:** Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

Hi Natalie

Worksafe ACT met Chief Safety Officer and WHS Manager on Wednesday 6/9/17. Chris Hodgson advised Dean thought the meeting was positive (see email record below).

**Times listed on Improvement Notice are 6/9/17 from 1.00pm – 6.00pm;**

**Bradley Cummins called Meredith Whitten at 4pm on Thursday 7/9/17.**

- Spoke with Dean Colwill and David Pitt on 6/9/17.
- Significant problem – not trained staff performing function [REDACTED]
  - System is in place and not being followed
  - No training at all – not provided by the Health Directorate
- School to call seeking agreement for the [REDACTED] staff to talk with Worksafe ACT?
  - MW to get back to Bradley.

Meredith calls Chris Hodgson 4.08pm

- Medications need to be administered by HAAS trained person
- Chris to call Jackie Vaughan

[REDACTED] calls Meredith - 4.28pm

- Deputy Principal contacted by Worksafe ACT
- AEU contacted Worksafe
- MW advised that Deputy Principal can talk with Worksafe ACT
- Parent has insisted on training the staff member
- Parent has agreed to Meg's suggestion of a nurse

- No-one at school has been trained.

Chris Hodgson at 4.50pm

- Nurse is the way to go
- Mother to choose the nurse
  - EDU employs nurse?
- Nurse to work with family
- Sam to talk with Meg about employing a nurse
- What level of training has the LSA received?

Bradley Cummins at 5.02 pm

- Other arrangements are being put in place;
- MW advised that School Principal advised that Deputy Principal to talk with Worksafe ACT
- [REDACTED]

Chris Hodgson at 5.42pm

- Options agreed with Meg:
  - HAAS
  - Nurse
  - Parents
- J Agius (AEU) spoke with LSA
  - J Vaughan to talk with [REDACTED] tomorrow and Dean to attend meeting

[REDACTED] at 5.52pm

- Jackie V to contact parent on Friday about new arrangements at school with Principal and Chief Safety Officer
- Clarify if parent has agreed to; HAAS; Nurse or Parents administering medication

**Friday 8/9/17 – 11.43 am – voice message from Bradley Cummins**

**Friday 8/9/17 – 11.53 am – call with Bradley Cummins**

- Improvement Notice
- Meredith to talk with D-G and get back to Bradley
- Meredith talks with D-G at 2.20pm

Chris Hodgson at 2.33pm

- Solution to assist in the interim

Bradley Cummins at 2.35pm

- Improvement notice by email to D-G and cc Meredith
- 4 weeks for reply
- No information to be provided to the AEU
- Tough for all of you
- Investigators spoke with Deputy Principal and Business Manager on Thursday
- Very concerned
- Not a negative process

**Improvement Notice emailed at 2.58pm on 8 September 2017.**

Meredith Whitten | Deputy Director-General |  
Phone 620 70384 | Mobile [REDACTED]  
Business Services Division | Education Directorate | ACT Government  
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The following emails were sent on Friday 8 September 2017

**From:** Whitten, Meredith  
**Sent:** Friday, 8 September 2017 7:51 AM  
**To:** Cummins, Bradley <[Bradley.Cummins@act.gov.au](mailto:Bradley.Cummins@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>  
**Subject:** ACT Education Directorate - Worksafe ACT matter [DLM=Sensitive: Personal]

Hi Bradley

Thank you for your telephone call on 7 September 2017 about managing medication at [REDACTED] School.

The Directorate will arrange a meeting today with [REDACTED] to explain that Worksafe ACT has expressed concerns about the Directorate's compliance with its Administering Medication Policy and we need to meet EDU policy.

I will let you know the outcome of the meeting or any changes to that plan.

Meredith Whitten | Deputy Director-General |  
Phone 620 70384 | Mobile [REDACTED]  
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\*\*\*\*\*8

**From:** Whitten, Meredith  
**Sent:** Friday, 8 September 2017 7:46 AM  
**To:** Brighton, Meg <[Meg.Brighton@act.gov.au](mailto:Meg.Brighton@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>  
**Cc:** Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]  
**Subject:** RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Thank you about the fact checking – I talked further with [REDACTED] last night.  
I will advise Worksafe this morning of the plan.

Chris, Sam or Dean  
Please let [REDACTED] know of the meeting details and let me know if the meeting does not proceed and/or the outcome of the meeting.  
Many thanks

Meredith Whitten | Deputy Director-General |  
Phone 620 70384 | Mobile [REDACTED]

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From: Brighton, Meg

Sent: Friday, 8 September 2017 6:32 AM

To: Whitten, Meredith <[Meredith.Whitten@act.gov.au](mailto:Meredith.Whitten@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>

Cc: Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Thank you Meredith

I spoke to both Sam and Chris H last night. I've asked Sam to fact check a number of things re: training given this family have been at [REDACTED] for over 12 months

Meg

\*\*\*\*\*  
\*\*\*\*\*

**The following emails were sent on Thursday 7 September 2017**

From: Whitten, Meredith

Sent: Thursday, 7 September 2017 6:06 PM

To: Brighton, Meg <[Meg.Brighton@act.gov.au](mailto:Meg.Brighton@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>

Cc: Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

[REDACTED] Principal, [REDACTED] School contacted me earlier this afternoon seeking agreement to the [REDACTED] School Deputy Principal talking with Worksafe ACT. Worksafe ACT inspectors had contacted the school following the meeting with Dean and David Pitt yesterday.

[REDACTED]

indicated that [REDACTED] wishes to also attend. The purpose of the meeting will be to explain that Worksafe ACT have expressed concerns about the Directorate's compliance with its Administering Medication Policy and we need to change the arrangements to meet EDU policy.

I will advise Worksafe ACT about the proposed actions that the Directorate is taking.

Meredith Whitten | Deputy Director-General |

Phone 620 70384 | Mobile [REDACTED]

Business Services Division | Education Directorate | ACT Government

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From: Whitten, Meredith

Sent: Thursday, 7 September 2017 4:25 PM

To: Brighton, Meg <[Meg.Brighton@act.gov.au](mailto:Meg.Brighton@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>

Cc: Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Hi Chris

As discussed, I have received a call Bradley Cummins, Manager, Worksafe Investigations, Worksafe ACT. Worksafe ACT investigators attended [REDACTED] School today and talked with staff at the school. Worksafe ACT have advised:

Significant problem – the person administering the [REDACTED] is not trained in accordance with the Directorate policy;

The Directorate has a system in place which is not being followed;

School Staff have not been trained by ACT Health;

[REDACTED] School will contact me about next steps.

I committed to responding by Friday morning. I have talked with Chris Hodgson who will liaise with Jackie Vaughan and ACT Health.

[REDACTED] has just called and I will let [REDACTED] know that Worksafe ACT has made contact.

With thanks

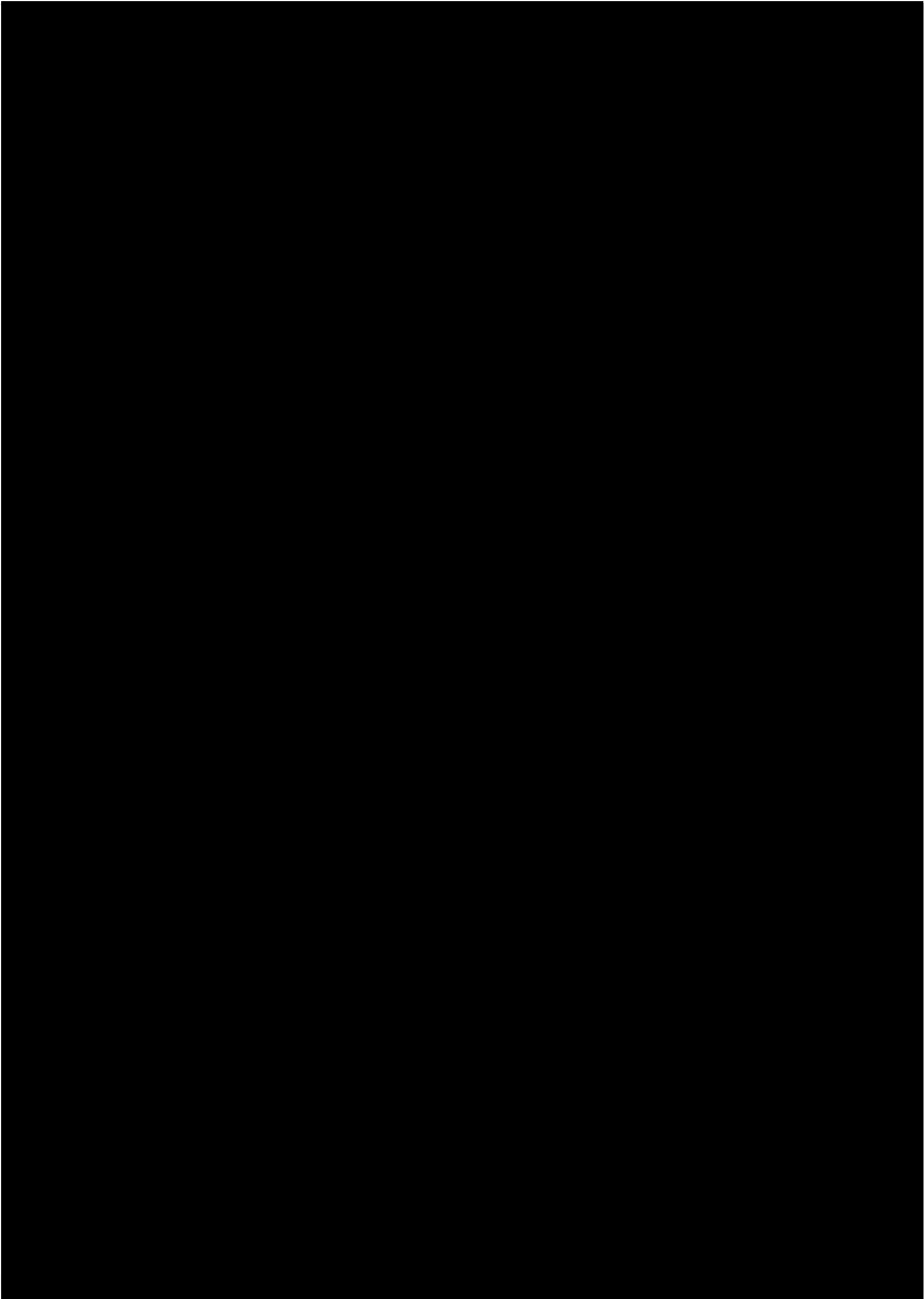
Meredith Whitten | Deputy Director-General |

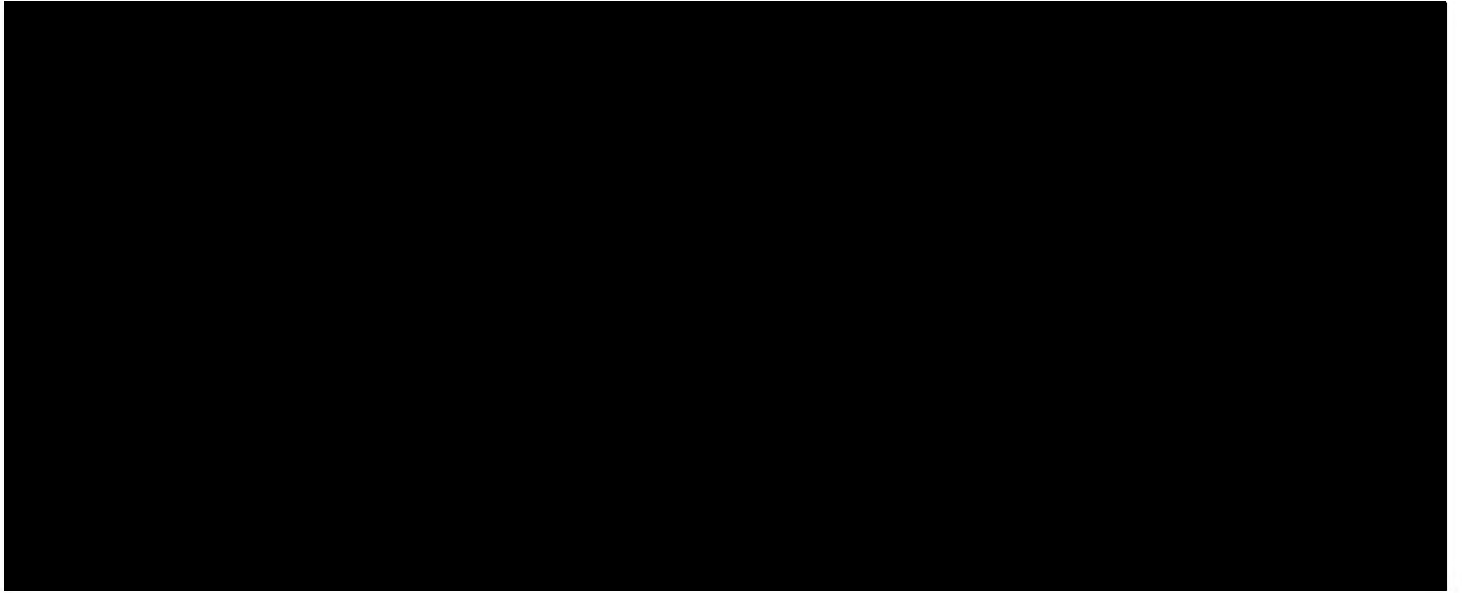
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**Nikolas, Lejla**

---

**From:** Howson, Natalie  
**Sent:** Sunday, 17 September 2017 8:59 PM  
**To:** Whitten, Meredith  
**Subject:** RE: Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

**Categories:** Action

Meredith

Thanks for providing this . Was it your assessment that worksafe understood we were acting to rectify but that they were determined to issue the PIN anyway?

**Natalie Howson** | Director-General **Education Directorate** | ACT Government  
 T: 02 6205 9158 | M: [REDACTED] | E: [natalie.howson@act.gov.au](mailto:natalie.howson@act.gov.au)  
 Level 6, 220 Northbourne Ave Braddon | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)



*I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.*

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Meredith calls Chris Hodgson 4.08pm

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[REDACTED] calls Meredith - 4.28pm

- Deputy Principal contacted by Worksafe ACT
- AEU contacted Worksafe
- MW advised that Deputy Principal can talk with Worksafe ACT
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Chris Hodgson at 4.50pm

- Nurse is the way to go
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- Other arrangements are being put in place;
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- Options agreed with Meg:
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**Friday 8/9/17 – 11.43 am – voice message from Bradley Cummins**

**Friday 8/9/17 – 11.53 am – call with Bradley Cummins**

- Improvement Notice
- Meredith to talk with D-G and get back to Bradley
- Meredith talks with D-G at 2.20pm

Chris Hodgson at 2.33pm

- Solution to assist in the interim

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- Improvement notice by email to D-G and cc Meredith
- 4 weeks for reply
- No information to be provided to the AEU
- Tough for all of you
- Investigators spoke with Deputy Principal and Business Manager on Thursday
- Very concerned
- Not a negative process

**Improvement Notice emailed at 2.58pm on 8 September 2017.**

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Phone 620 70384 | Mobile [REDACTED]  
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Hi Bradley

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**Cc:** Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]  
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I will advise Worksafe this morning of the plan.

Chris, Sam or Dean  
Please let [REDACTED] know of the meeting details and let me know if the meeting does not proceed and/or the outcome of the meeting.  
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Phone 620 70384 | Mobile [REDACTED]

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From: Brighton, Meg

Sent: Friday, 8 September 2017 6:32 AM

To: Whitten, Meredith <[Meredith.Whitten@act.gov.au](mailto:Meredith.Whitten@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>

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Cc: Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

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[REDACTED] indicated that [REDACTED] wishes to also attend. The purpose of the meeting will be to explain that Worksafe ACT have expressed concerns about the Directorate's compliance with its Administering Medication Policy and we need to change the arrangements to meet EDU policy.

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Phone 620 70384 | Mobile [REDACTED]

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From: Whitten, Meredith

Sent: Thursday, 7 September 2017 4:25 PM

To: Brighton, Meg <[Meg.Brighton@act.gov.au](mailto:Meg.Brighton@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>

Cc: Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Hi Chris

As discussed, I have received a call Bradley Cummins, Manager, Worksafe Investigations, Worksafe ACT. Worksafe ACT investigators attended [REDACTED] School today and talked with staff at the school. Worksafe ACT have advised:

Significant problem – the person administering the [REDACTED] is not trained in accordance with the Directorate policy;

The Directorate has a system in place which is not being followed;

School Staff have not been trained by ACT Health;

[REDACTED] School will contact me about next steps.

I committed to responding by Friday morning. I have talked with Chris Hodgson who will liaise with Jackie Vaughan and ACT Health.

[REDACTED] has just called and I will let [REDACTED] know that Worksafe ACT has made contact.

With thanks

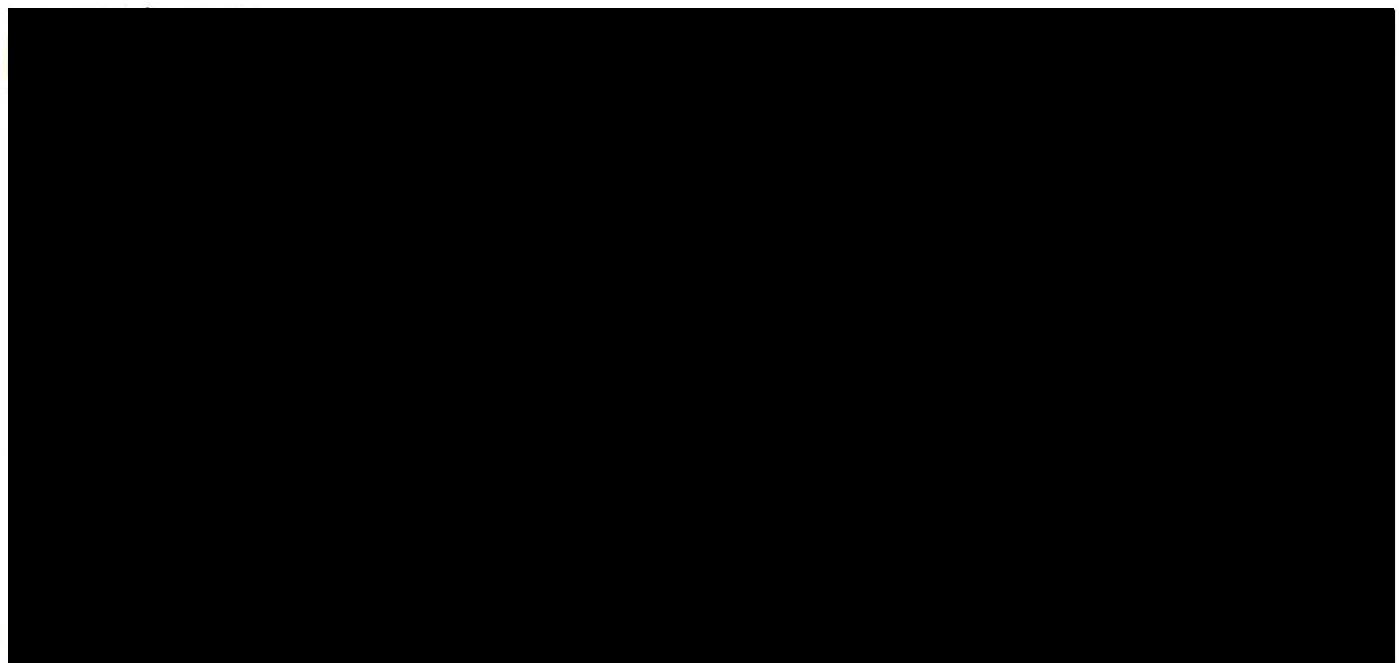
Meredith Whitten | Deputy Director-General |

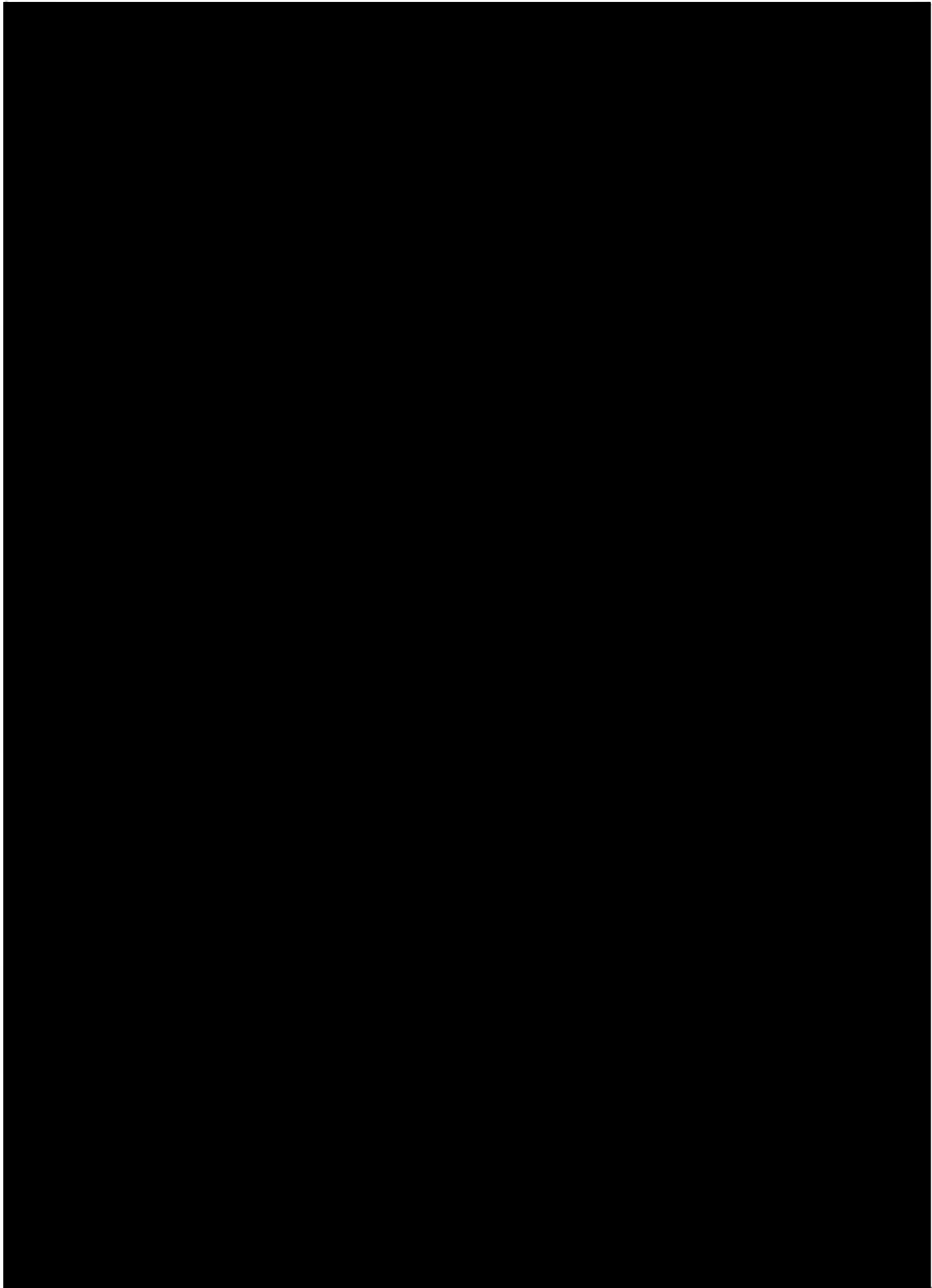
Phone 620 70384 | Mobile [REDACTED]

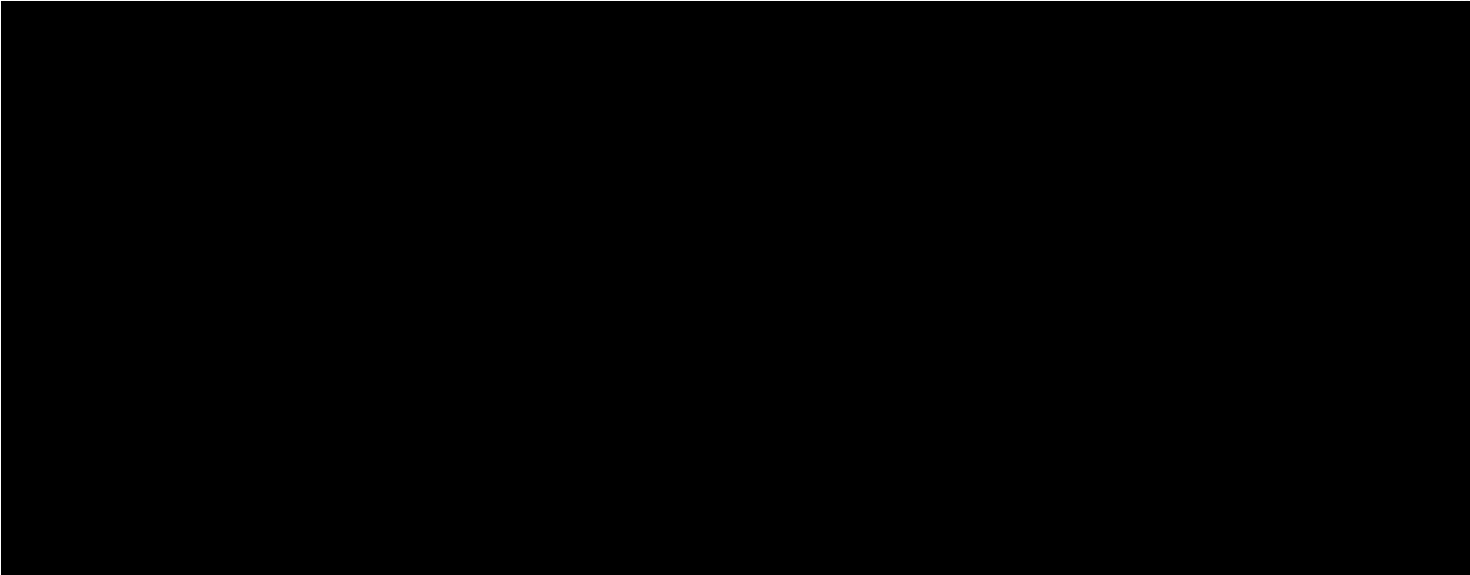
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**Nikolas, Lejla**

---

**From:** Whitten, Meredith  
**Sent:** Sunday, 17 September 2017 10:27 PM  
**To:** Howson, Natalie  
**Subject:** RE: Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

**Categories:** Action

Natalie

The PIN was raised on Friday late morning. We were working to comply with the policy. I had advised earlier on Friday that the Directorate was meeting with the parent to seek agreement to the nurse. That meeting occurred in the afternoon.

Meredith Whitten | Deputy Director-General |  
**Phone 620 70384** | Mobile [REDACTED]  
**Business Services Division** | Education Directorate | **ACT Government**  
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[www.det.act.gov.au](http://www.det.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

**From:** Howson, Natalie  
**Sent:** Sunday, 17 September 2017 8:59 PM  
**To:** Whitten, Meredith <Meredith.Whitten@act.gov.au>  
**Subject:** RE: Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

Meredith

Thanks for providing this . Was it your assessment that worksafe understood we were acting to rectify but that they were determined to issue the PIN anyway?

**Natalie Howson** | Director-General **Education Directorate** | ACT Government  
 T: 02 6205 9158 | M: [REDACTED] | E: [natalie.howson@act.gov.au](mailto:natalie.howson@act.gov.au)  
 Level 6, 220 Northbourne Ave Braddon | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)



*I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.*

**From:** Whitten, Meredith  
**Sent:** Wednesday, 13 September 2017 11:03 PM  
**To:** Howson, Natalie  
**Subject:** Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

Hi Natalie

Worksafe ACT met Chief Safety Officer and WHS Manager on Wednesday 6/9/17. Chris Hodgson advised Dean thought the meeting was positive (see email record below).

**Times listed on Improvement Notice are 6/9/17 from 1.00pm – 6.00pm;**

**Bradley Cummins called Meredith Whitten at 4pm on Thursday 7/9/17.**

- Spoke with Dean Colwill and David Pitt on 6/9/17.
- Significant problem – not trained staff performing function [REDACTED]
  - System is in place and not being followed
  - No training at all – not provided by the Health Directorate
- School to call seeking agreement for the [REDACTED] School staff to talk with Worksafe ACT?
  - MW to get back to Bradley.

**Meredith calls Chris Hodgson 4.08pm**

- Medications need to be administered by HAAS trained person
- Chris to call Jackie Vaughan

**[REDACTED] calls Meredith - 4.28pm**

- Deputy Principal contacted by Worksafe ACT
- AEU contacted Worksafe
- MW advised that Deputy Principal can talk with Worksafe ACT
- Parent has insisted on training the staff member
- Parent has agreed to Meg's suggestion of a nurse
- No-one at school has been trained.

**Chris Hodgson at 4.50pm**

- Nurse is the way to go
- Mother to choose the nurse
  - EDU employs nurse?
- Nurse to work with family
- Sam to talk with Meg about employing a nurse
- What level of training has the LSA received?

**Bradley Cummins at 5.02 pm**

- Other arrangements are being put in place;
- MW advised that School Principal advised that Deputy Principal to talk with Worksafe ACT
- [REDACTED]

**Chris Hodgson at 5.42pm**

- Options agreed with Meg:
  - HAAS
  - Nurse
  - Parents
- J Agius (AEU) spoke with LSA
  - J Vaughan to talk with [REDACTED] tomorrow and Dean to attend meeting

**[REDACTED] at 5.52pm**

- Jackie V to contact parent on Friday about new arrangements at school with Principal and Chief Safety Officer
- Clarify if parent has agreed to; HAAS; Nurse or Parents administering medication

**Friday 8/9/17 – 11.43 am – voice message from Bradley Cummins****Friday 8/9/17 – 11.53 am – call with Bradley Cummins**

- Improvement Notice

- Meredith to talk with D-G and get back to Bradley
- Meredith talks with D-G at 2.20pm

Chris Hodgson at 2.33pm

- Solution to assist in the interim

Bradley Cummins at 2.35pm

- Improvement notice by email to D-G and cc Meredith
- 4 weeks for reply
- No information to be provided to the AEU
- Tough for all of you
- Investigators spoke with Deputy Principal and Business Manager on Thursday
- Very concerned
- Not a negative process

**Improvement Notice emailed at 2.58pm on 8 September 2017.**

Meredith Whitten | Deputy Director-General |  
**Phone 620 70384** | Mobile [REDACTED]  
**Business Services Division** | Education Directorate | **ACT Government**  
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**The following emails were sent on Friday 8 September 2017**

**From:** Whitten, Meredith  
**Sent:** Friday, 8 September 2017 7:51 AM  
**To:** Cummins, Bradley <[Bradley.Cummins@act.gov.au](mailto:Bradley.Cummins@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>  
**Subject:** ACT Education Directorate - Worksafe ACT matter [DLM=Sensitive: Personal]

Hi Bradley

Thank you for your telephone call on 7 September 2017 about managing medication at [REDACTED] School.

The Directorate will arrange a meeting today with [REDACTED] to explain that Worksafe ACT has expressed concerns about the Directorate's compliance with its Administering Medication Policy and we need to meet EDU policy.

I will let you know the outcome of the meeting or any changes to that plan.

Meredith Whitten | Deputy Director-General |  
**Phone 620 70384** | [REDACTED]  
**Business Services Division** | Education Directorate | **ACT Government**  
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[www.det.act.gov.au](http://www.det.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

\*\*\*\*\*  
 \*\*\*\*\*8

From: Whitten, Meredith

Sent: Friday, 8 September 2017 7:46 AM

To: Brighton, Meg <Meg.Brighton@act.gov.au>; Hodgson, Chris <ChrisL.Hodgson@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Efthymiades, Deb <Deb.Efthymiades@act.gov.au>

Cc: Colwill, Dean <Dean.Colwill@act.gov.au>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Thank you about the fact checking – I talked further with [REDACTED] last night. I will advise Worksafe this morning of the plan.

Chris, Sam or Dean

Please let [REDACTED] know of the meeting details and let me know if the meeting does not proceed and/or the outcome of the meeting.

Many thanks

Meredith Whitten | Deputy Director-General |

Phone 620 70384 | Mobile [REDACTED]

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[www.det.act.gov.au](http://www.det.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

From: Brighton, Meg

Sent: Friday, 8 September 2017 6:32 AM

To: Whitten, Meredith <Meredith.Whitten@act.gov.au>; Hodgson, Chris <ChrisL.Hodgson@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Efthymiades, Deb <Deb.Efthymiades@act.gov.au>

Cc: Colwill, Dean <Dean.Colwill@act.gov.au>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Thank you Meredith

I spoke to both Sam and Chris H last night. I've asked Sam to fact check a number of things re: training given this family have been at [REDACTED] for over 12 months

Meg

\*\*\*\*\*  
\*\*\*\*\*

**The following emails were sent on Thursday 7 September 2017**

From: Whitten, Meredith

Sent: Thursday, 7 September 2017 6:06 PM

To: Brighton, Meg <Meg.Brighton@act.gov.au>; Hodgson, Chris <ChrisL.Hodgson@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Efthymiades, Deb <Deb.Efthymiades@act.gov.au>

Cc: Colwill, Dean <Dean.Colwill@act.gov.au>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

[REDACTED], Principal, [REDACTED] School contacted me earlier this afternoon seeking agreement to the [REDACTED] Deputy Principal talking with Worksafe ACT. Worksafe ACT inspectors had contacted the school following the meeting with Dean and David Pitt yesterday.

[REDACTED] has indicated that [REDACTED] wishes to also attend. The purpose of the meeting will be to explain that Worksafe ACT have expressed concerns about the Directorate's compliance with its Administering Medication Policy and we need to change the arrangements to meet EDU policy. I will advise Worksafe ACT about the proposed actions that the Directorate is taking.

Meredith Whitten | Deputy Director-General |  
 Phone 620 70384 | Mobile [REDACTED]  
 Business Services Division | Education Directorate | ACT Government  
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From: Whitten, Meredith

Sent: Thursday, 7 September 2017 4:25 PM

To: Brighton, Meg <[Meg.Brighton@act.gov.au](mailto:Meg.Brighton@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>

Cc: Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Hi Chris

As discussed, I have received a call Bradley Cummins, Manager, Worksafe Investigations, Worksafe ACT. Worksafe ACT investigators attended [REDACTED] School today and talked with staff at the school. Worksafe ACT have advised:

Significant problem – the person administering the [REDACTED] is not trained in accordance with the Directorate policy;

The Directorate has a system in place which is not being followed;

School Staff have not been trained by ACT Health;

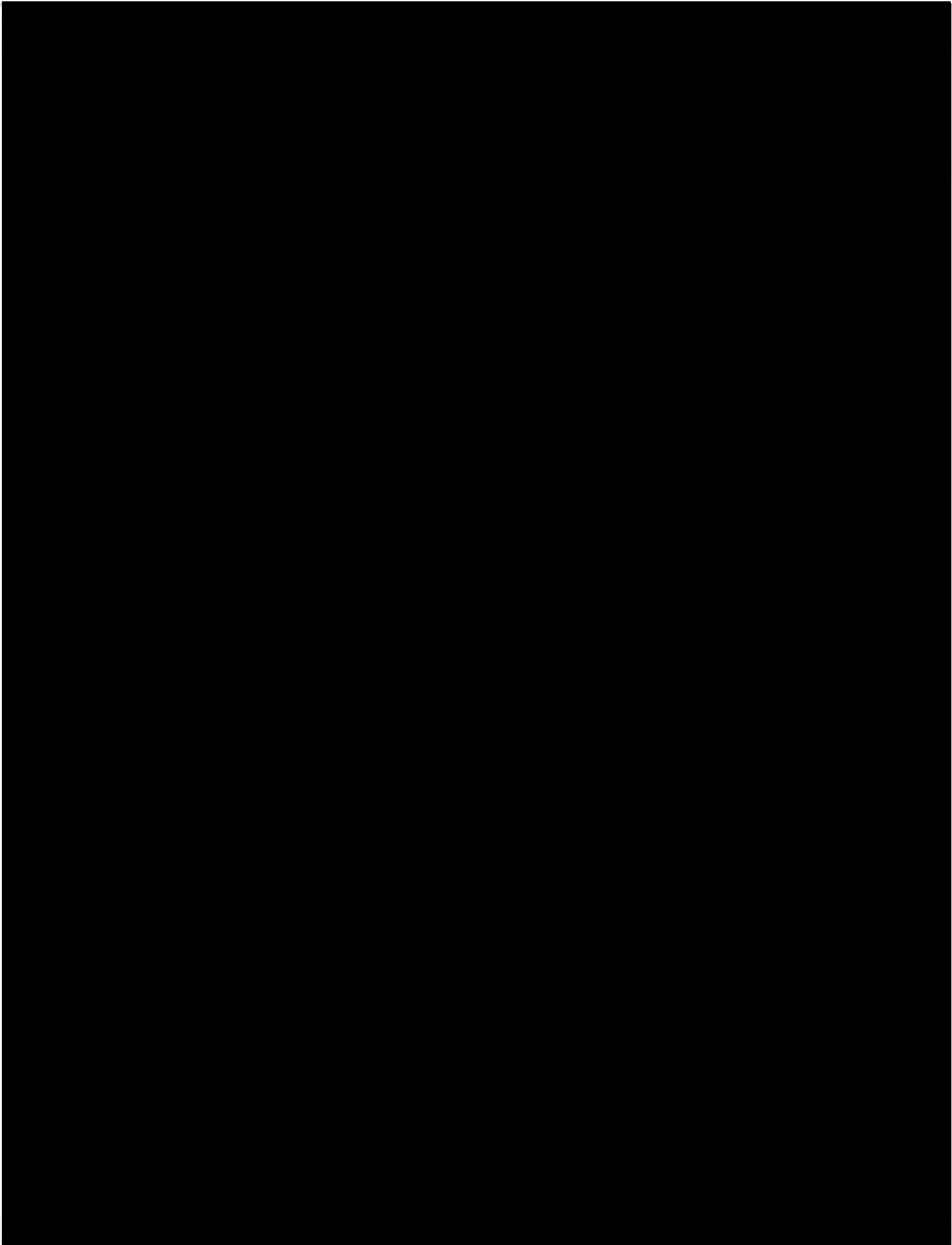
[REDACTED] School will contact me about next steps.

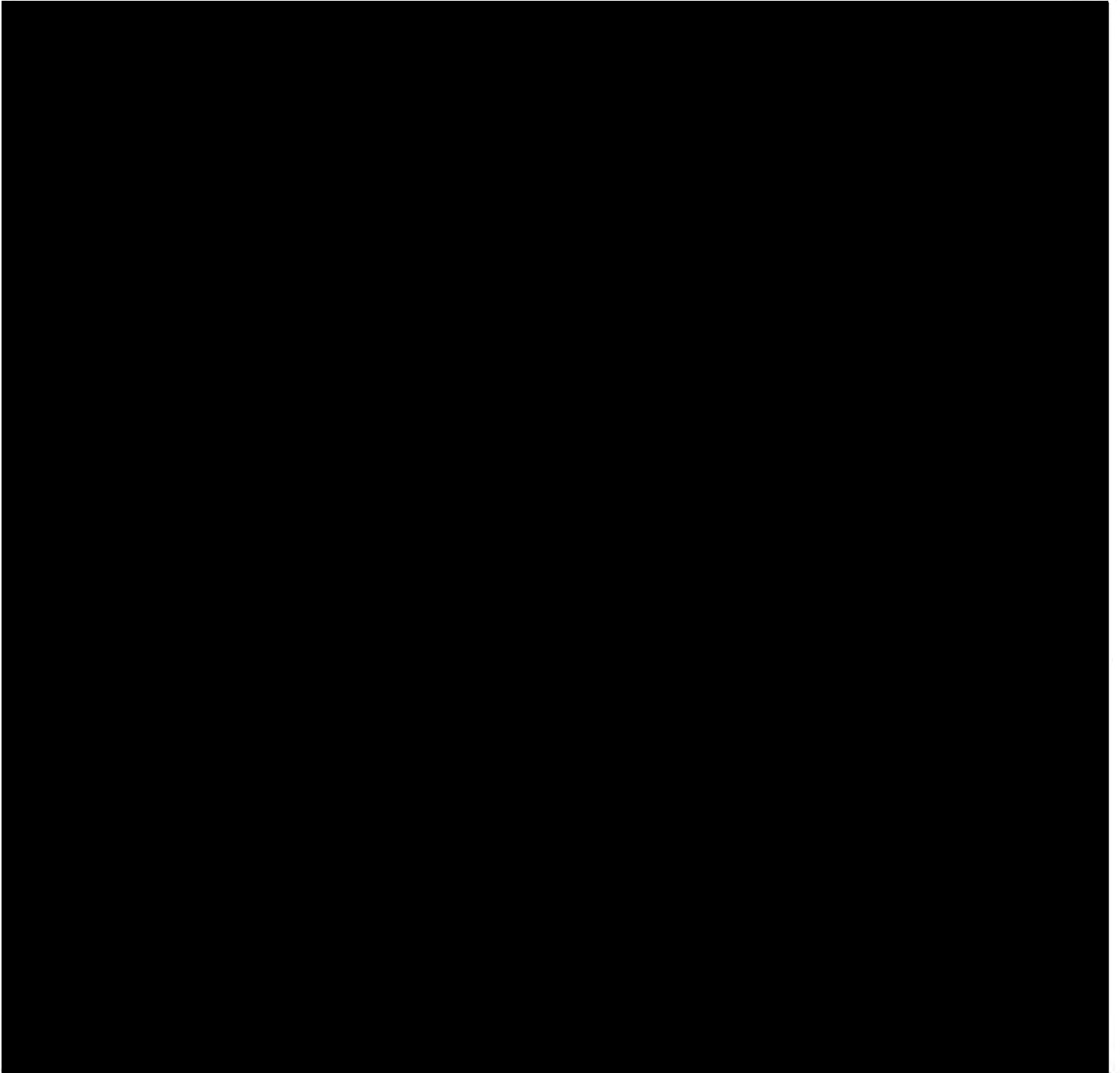
I committed to responding by Friday morning. I have talked with Chris Hodgson who will liaise with Jackie Vaughan and ACT Health.

[REDACTED] has just called and I will let [REDACTED] know that Worksafe ACT has made contact.

With thanks

Meredith Whitten | Deputy Director-General |  
 Phone 620 70384 | Mobile [REDACTED]  
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**Nikolas, Lejla**

---

**From:** Efthymiades, Deb  
**Sent:** Sunday, 17 September 2017 10:33 PM  
**To:** Howson, Natalie  
**Cc:** Hughes, Rebecca; Whitten, Meredith  
**Subject:** FW: DRAFT FOR CLEARANCE - CAVEAT [REDACTED] School  
**Attachments:** Caveat Brief.docx; [REDACTED] flowchart.docx

**Importance:** High

**Categories:** Action

Thanks for working this up Bec

Have just been through now and clarified some things - and added the latest information.

I am assuming that you have attachments A & B?

I was wondering whether we should attach the workflow - given there are a few references to it - might not be needed? (also attached)

Happy to clarify anything

D

**From:** Hughes, Rebecca  
**Sent:** Friday, 15 September 2017 6:42 PM  
**To:** Efthymiades, Deb <Deb.Efthymiades@act.gov.au>  
**Cc:** Whitten, Meredith <Meredith.Whitten@act.gov.au>  
**Subject:** DRAFT FOR CLEARANCE - CAVEAT [REDACTED] School  
**Importance:** High

Hi both

Does this need to progress?

Bec

Hi Deb

I have added what I think is relevant and fleshed it out a bit. I have highlighted in yellow particular things I'd appreciate your input/thoughts on.

[REDACTED]

Meredith – for your information and input if required.

Thanks

Bec



Trim No.

### Caveat Brief

To Minister for Education and Early Childhood Development

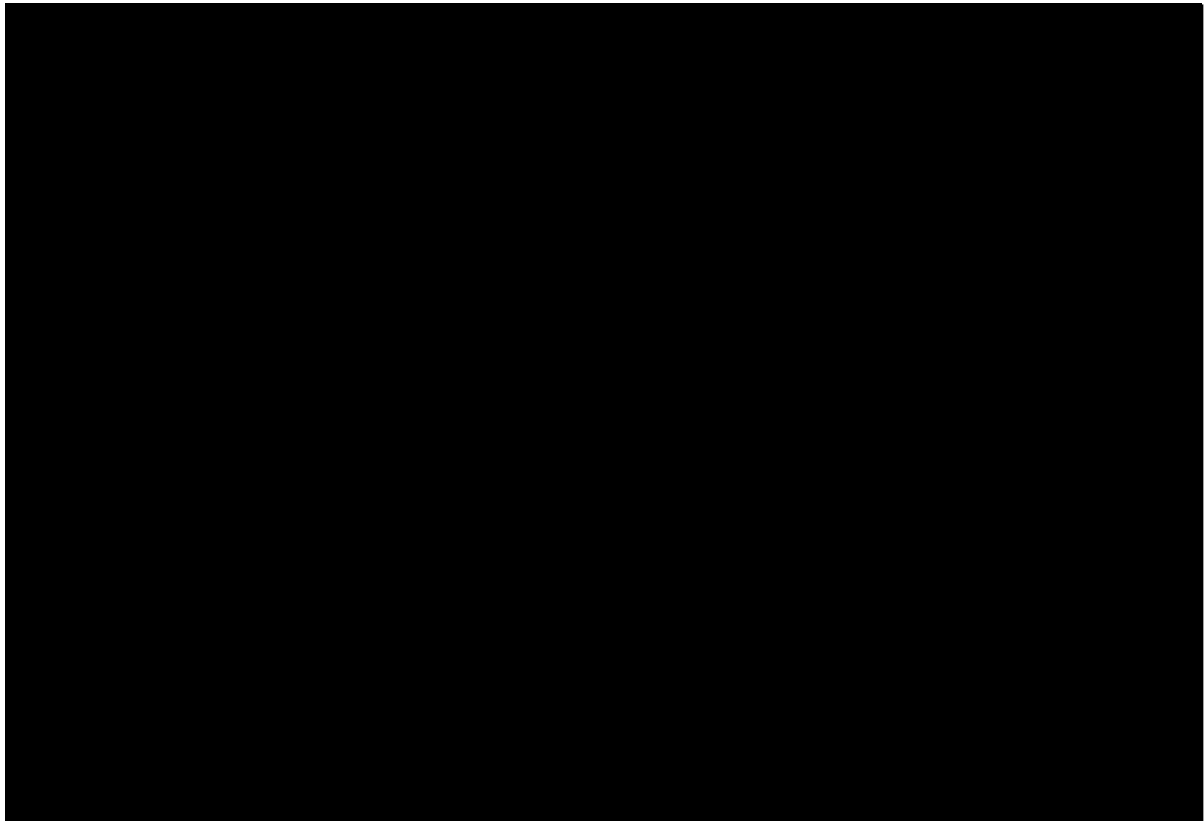
From Director-General

Subject [REDACTED]

That you note the update to the actions taken in response to the [REDACTED]  
 [REDACTED] Worksafe Improvement Notice.

Noted / Please discuss

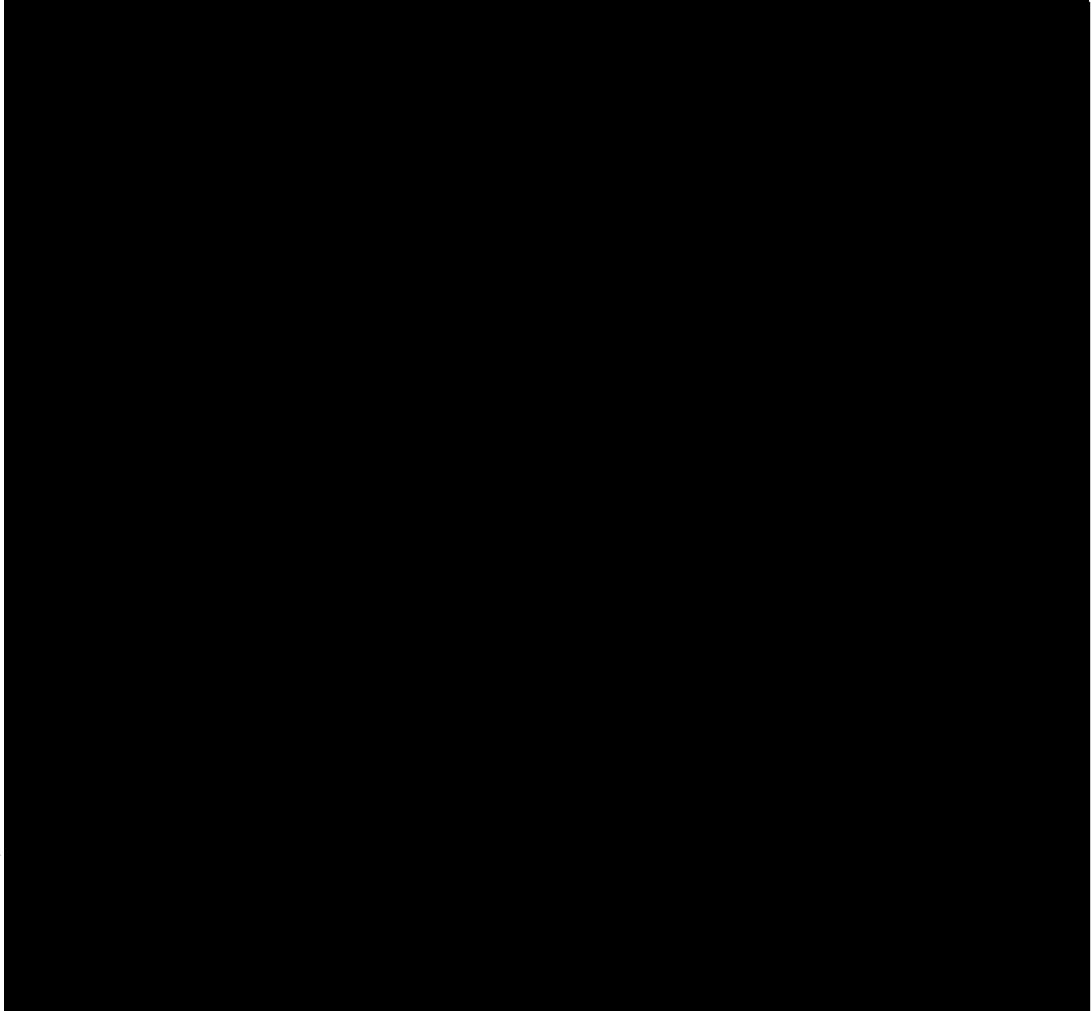
Yvette Berry MLA...../...../.....



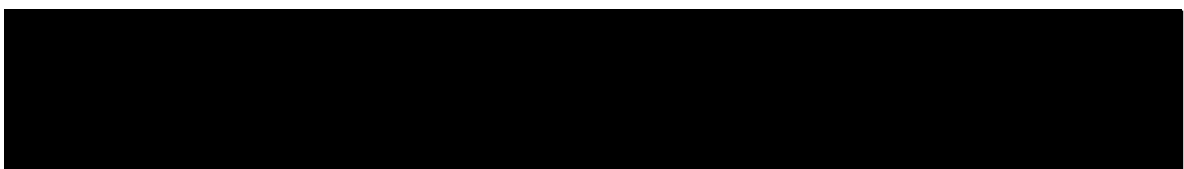
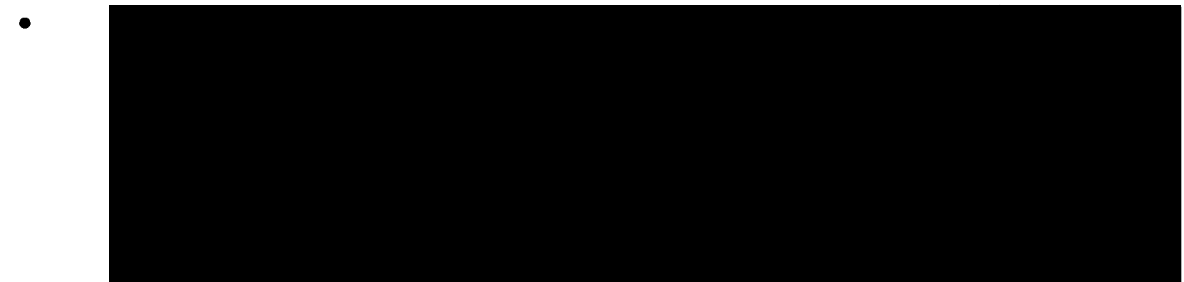
#### Worksafe ACT Improvement Notice

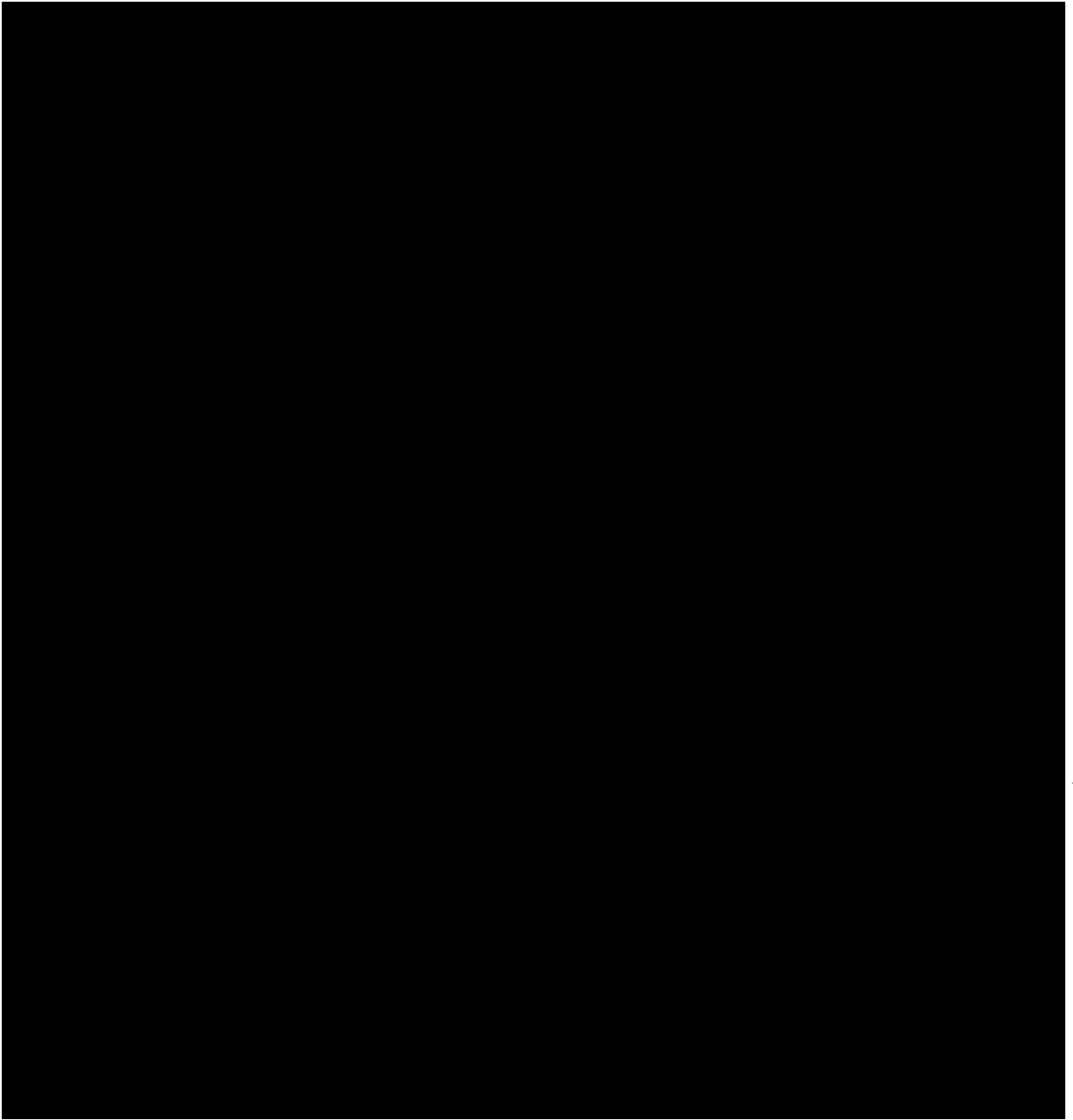
- On 8 September 2017, Worksafe ACT issued the Director-General with an Improvement Notice under the *Work Health and Safety Act 2011*.
- The Notice is a complaint about the administration of medication by an untrained and unsupervised staff member at [REDACTED] School.
- A Caveat Brief regarding the Worksafe Notice has been provided to you (MIN17/919).
- In response to the Notice, the Directorate has undertaken the following steps

1. A registered nurse was stationed full time at the identified school on Tuesday 12 and Wednesday 13 September.
2. An audit of staff in all ACT Public Schools trained in administering medication including the administration of student medication and complex health care procedures and diabetes management procedure, confirming compliance with policies relevant to the administration of medicine in all ACT Public Schools.

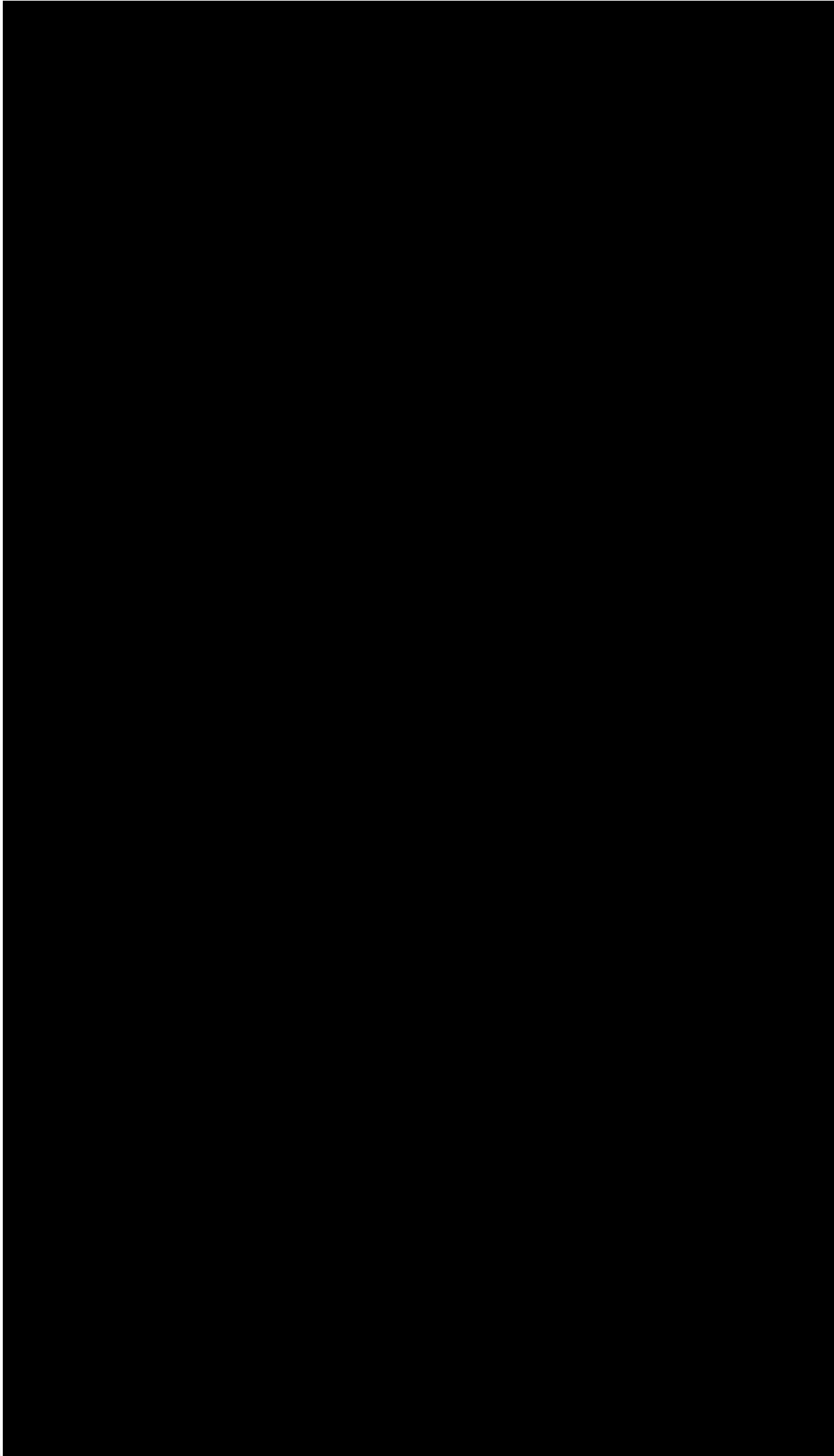


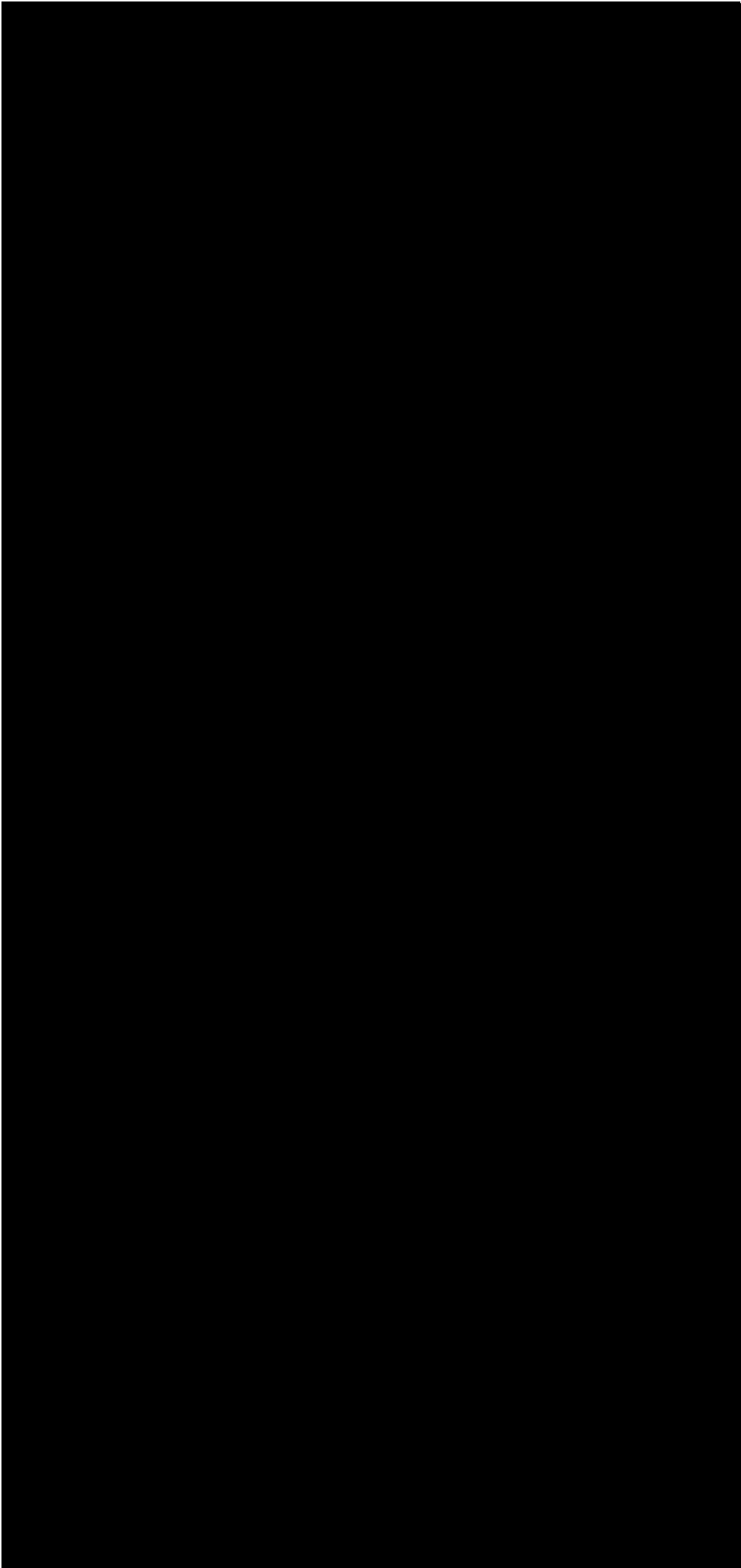
- The Directorate, in consultation with [redacted] School developed a thorough workflow plan that outlines responsibilities in a number of scenarios.
- The Directorate confirmed that two trained First Aid Officers are employed at the school and the lead Officer confirmed [redacted] willingness (on 14 September) to implement the workflow steps.





Natalie Howson  
Director-General  
September 2017





**Nikolas, Lejla**

---

**From:** Howson, Natalie  
**Sent:** Sunday, 17 September 2017 10:55 PM  
**To:** Whitten, Meredith  
**Subject:** RE: Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

**Categories:** Action

Thanks I'll take this up with Dave once we have met all requirements

**Natalie Howson** | Director-General **Education Directorate** | ACT Government  
 T: 02 6205 9158 | M: [REDACTED] | E: [natalie.howson@act.gov.au](mailto:natalie.howson@act.gov.au)  
 Level 6, 220 Northbourne Ave Braddon | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)



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Natalie

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Meredith Whitten | Deputy Director-General |  
**Phone 620 70384** | Mobile [REDACTED]  
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**Sent:** Sunday, 17 September 2017 8:59 PM  
**To:** Whitten, Meredith <[Meredith.Whitten@act.gov.au](mailto:Meredith.Whitten@act.gov.au)>  
**Subject:** RE: Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

Meredith

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**Natalie Howson** | Director-General **Education Directorate** | ACT Government  
 T: 02 6205 9158 | M: [REDACTED] | E: [natalie.howson@act.gov.au](mailto:natalie.howson@act.gov.au)  
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**Times listed on Improvement Notice are 6/9/17 from 1.00pm – 6.00pm;**

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- Spoke with Dean Colwill and David Pitt on 6/9/17.
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Meredith calls Chris Hodgson 4.08pm

- Medications need to be administered by HAAS trained person
- Chris to call Jackie Vaughan

[REDACTED] calls Meredith - 4.28pm

- Deputy Principal contacted by Worksafe ACT
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- MW advised that Deputy Principal can talk with Worksafe ACT
- Parent has insisted on training the staff member
- Parent has agreed to Meg's suggestion of a nurse
- No-one at school has been trained.

Chris Hodgson at 4.50pm

- Nurse is the way to go
- Mother to choose the nurse
  - EDU employs nurse?
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- What level of training has the LSA received?

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- [REDACTED]

Chris Hodgson at 5.42pm

- Options agreed with Meg:
  - HAAS

- Nurse
- Parents
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  - J Vaughan to talk with [REDACTED] tomorrow and Dean to attend meeting

[REDACTED] at 5.52pm

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- Clarify if parent has agreed to; HAAS; Nurse or Parents administering medication

**Friday 8/9/17 – 11.43 am – voice message from Bradley Cummins**

**Friday 8/9/17 – 11.53 am – call with Bradley Cummins**

- Improvement Notice
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- Improvement notice by email to D-G and cc Meredith
- 4 weeks for reply
- No information to be provided to the AEU
- Tough for all of you
- Investigators spoke with Deputy Principal and Business Manager on Thursday
- Very concerned
- Not a negative process

**Improvement Notice emailed at 2.58pm on 8 September 2017.**

Meredith Whitten | Deputy Director-General |

Phone 620 70384 | Mobile [REDACTED]

Business Services Division | Education Directorate | ACT Government

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**The following emails were sent on Friday 8 September 2017**

**From:** Whitten, Meredith

**Sent:** Friday, 8 September 2017 7:51 AM

**To:** Cummins, Bradley <[Bradley.Cummins@act.gov.au](mailto:Bradley.Cummins@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>

**Subject:** ACT Education Directorate - Worksafe ACT matter [DLM=Sensitive: Personal]

Hi Bradley

Thank you for your telephone call on 7 September 2017 about managing medication at [REDACTED] School.

The Directorate will arrange a meeting today with [REDACTED] to explain that Worksafe ACT has expressed concerns about the Directorate's compliance with its Administering Medication Policy and we need to meet EDU policy.

I will let you know the outcome of the meeting or any changes to that plan.

Meredith Whitten | Deputy Director-General |  
Phone 620 70384 | Mobile [REDACTED]  
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\*\*\*\*\*  
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**From:** Whitten, Meredith  
**Sent:** Friday, 8 September 2017 7:46 AM  
**To:** Brighton, Meg <[Meg.Brighton@act.gov.au](mailto:Meg.Brighton@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>  
**Cc:** Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]  
**Subject:** RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Thank you about the fact checking – I talked further with [REDACTED] last night.  
I will advise Worksafe this morning of the plan.

Chris, Sam or Dean  
Please let [REDACTED] know of the meeting details and let me know if the meeting does not proceed and/or the outcome of the meeting.  
Many thanks

Meredith Whitten | Deputy Director-General |  
Phone 620 70384 | Mobile [REDACTED]  
Business Services Division | Education Directorate | ACT Government  
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**From:** Brighton, Meg  
**Sent:** Friday, 8 September 2017 6:32 AM  
**To:** Whitten, Meredith <[Meredith.Whitten@act.gov.au](mailto:Meredith.Whitten@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>  
**Cc:** Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]  
**Subject:** RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Thank you Meredith

I spoke to both Sam and Chris H last night. I've asked Sam to fact check a number of things re: training given this family have been at [REDACTED] for over 12 months

Meg

\*\*\*\*\*  
\*\*\*\*\*

**The following emails were sent on Thursday 7 September 2017**

From: Whitten, Meredith

Sent: Thursday, 7 September 2017 6:06 PM

To: Brighton, Meg <[Meg.Brighton@act.gov.au](mailto:Meg.Brighton@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>

Cc: Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

[REDACTED], Principal, [REDACTED] School contacted me earlier this afternoon seeking agreement to the [REDACTED] Deputy Principal talking with Worksafe ACT. Worksafe ACT inspectors had contacted the school following the meeting with Dean and David Pitt yesterday.

[REDACTED] has indicated that [REDACTED] wishes to also attend. The purpose of the meeting will be to explain that Worksafe ACT have expressed concerns about the Directorate's compliance with its Administering Medication Policy and we need to change the arrangements to meet EDU policy.

I will advise Worksafe ACT about the proposed actions that the Directorate is taking.

Meredith Whitten | Deputy Director-General |

Phone 620 70384 | Mobile [REDACTED]

Business Services Division | Education Directorate | ACT Government

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From: Whitten, Meredith

Sent: Thursday, 7 September 2017 4:25 PM

To: Brighton, Meg <[Meg.Brighton@act.gov.au](mailto:Meg.Brighton@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>

Cc: Colwill, Dean <[Dean.Colwill@act.gov.au](mailto:Dean.Colwill@act.gov.au)>; [REDACTED]

Subject: RE: WorkSafe Meeting [SEC=UNCLASSIFIED]

Hi Chris

As discussed, I have received a call Bradley Cummins, Manager, Worksafe Investigations, Worksafe ACT. Worksafe ACT investigators attended [REDACTED] School today and talked with staff at the school. Worksafe ACT have advised:

Significant problem – the person administering the [REDACTED] is not trained in accordance with the Directorate policy;

The Directorate has a system in place which is not being followed;

School Staff have not been trained by ACT Health;

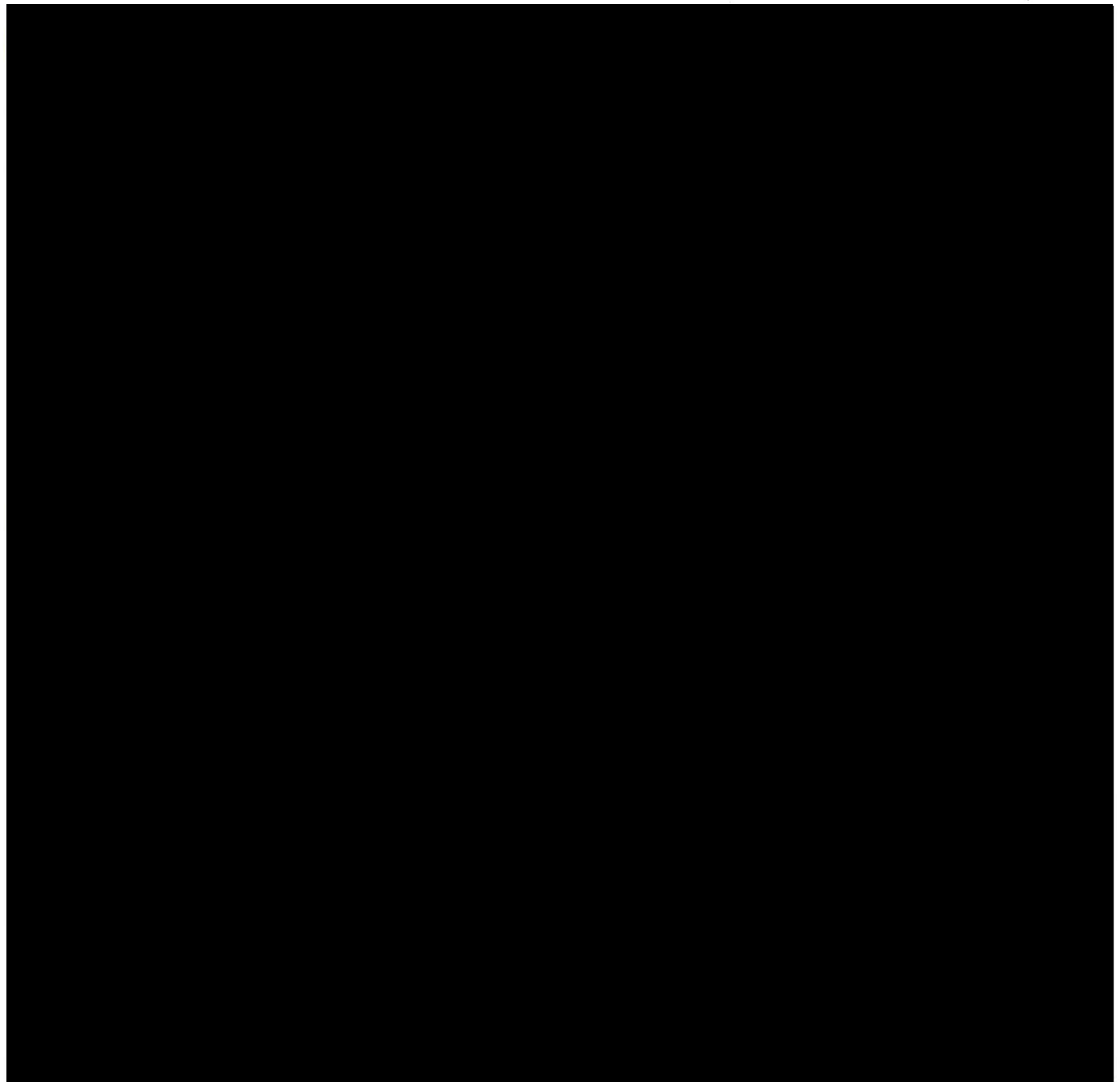
[REDACTED] School will contact me about next steps.

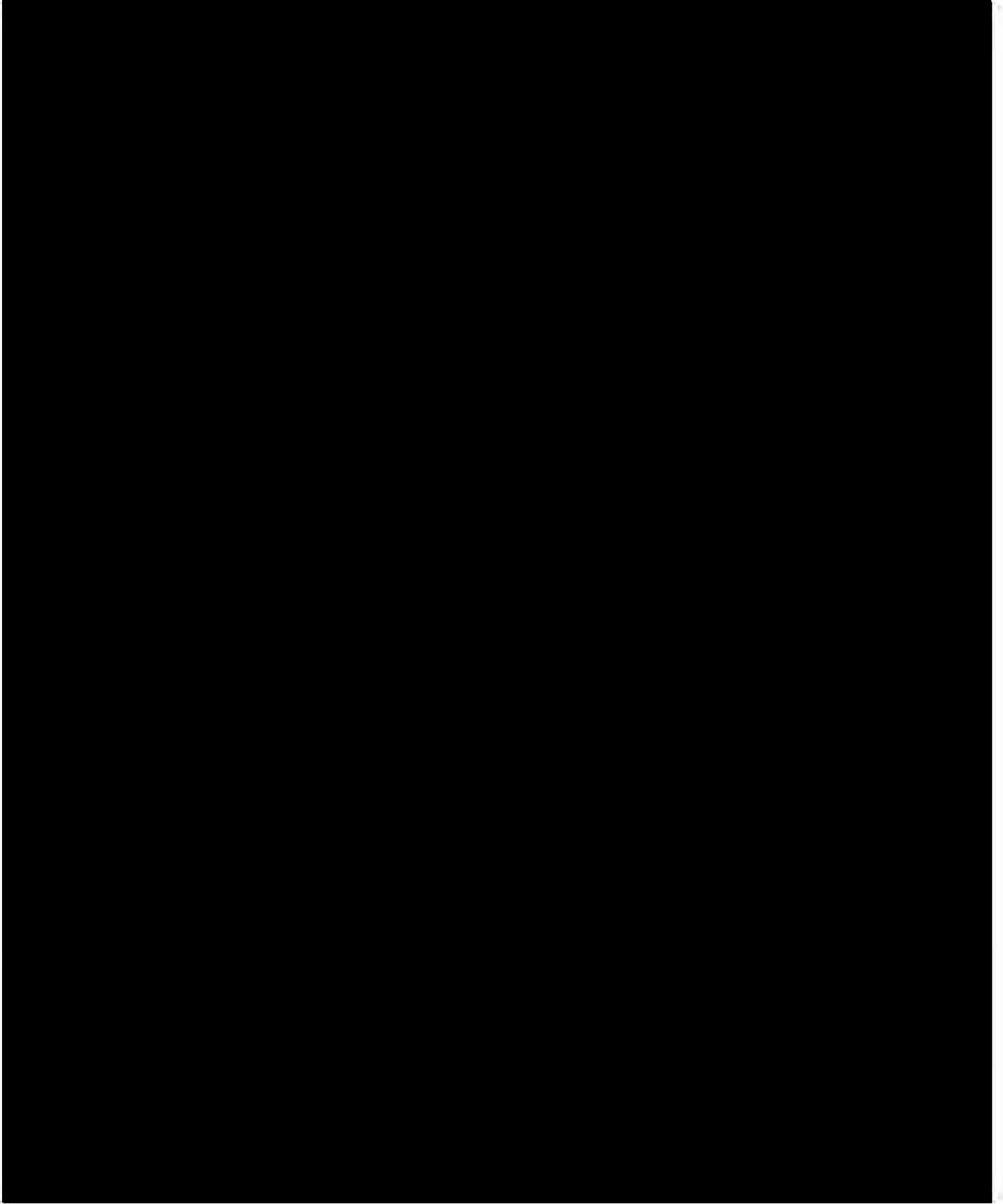
I committed to responding by Friday morning. I have talked with Chris Hodgson who will liaise with Jackie Vaughan and ACT Health.

██████████ has just called and I will let ██████ know that Worksafe ACT has made contact.

With thanks

Meredith Whitten | Deputy Director-General |  
Phone 620 70384 | Mobile ██████████  
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**Nikolas, Lejla**

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**From:** Whitten, Meredith  
**Sent:** Monday, 18 September 2017 8:04 AM  
**To:** Gstrein, Kylie  
**Subject:** FW: Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]  
**Categories:** Action

Hi Kylie

Would you please add this information to the MWB as an attachment in a 2 column table format (date and issues). Please let me know if you need any clarification.

The covering paragraph for the MWB:

**Infringement Notice – Chronology**

Worksafe ACT contacted the Directorate on 6 September 2017 about the administering medication policy at an ACT public school. The summary of the chronology of events is at Attachment XX.

With thanks

Meredith Whitten | Deputy Director-General |  
**Phone 620 70384** | Mobile [REDACTED]  
**Business Services Division** | Education Directorate | **ACT Government**  
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**From:** Howson, Natalie  
**Sent:** Sunday, 17 September 2017 8:56 PM  
**To:** Whitten, Meredith <Meredith.Whitten@act.gov.au>  
**Cc:** Jones, ChrisD <ChrisD.Jones@act.gov.au>; Hughes, Rebecca <RebeccaJ.Hughes@act.gov.au>  
**Subject:** RE: Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

Meredith

Please include in MWB .

**Natalie Howson** | Director-General **Education Directorate** | ACT Government  
 T: 02 6205 9158 | M: [REDACTED] | E: [natalie.howson@act.gov.au](mailto:natalie.howson@act.gov.au)  
 Level 6, 220 Northbourne Ave Braddon | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)



*I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.*

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**From:** Whitten, Meredith  
**Sent:** Wednesday, 13 September 2017 11:03 PM  
**To:** Howson, Natalie  
**Subject:** Worksafe ACT Chronology 6/9/17 - 8/9/17 [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]

Hi Natalie

Worksafe ACT met Chief Safety Officer and WHS Manager on Wednesday 6/9/17. Chris Hodgson advised Dean thought the meeting was positive (see email record below).

**Times listed on Improvement Notice are 6/9/17 from 1.00pm – 6.00pm;**

**Bradley Cummins called Meredith Whitten at 4pm on Thursday 7/9/17.**

- Spoke with Dean Colwill and David Pitt on 6/9/17.
- Significant problem – not trained staff performing function [REDACTED]
  - System is in place and not being followed
  - No training at all – not provided by the Health Directorate
- School to call seeking agreement for the [REDACTED] School staff to talk with Worksafe ACT?
  - MW to get back to Bradley.

Meredith calls Chris Hodgson 4.08pm

- Medications need to be administered by HAAS trained person
- Chris to call Jackie Vaughan

[REDACTED] calls Meredith - 4.28pm

- Deputy Principal contacted by Worksafe ACT
- AEU contacted Worksafe
- MW advised that Deputy Principal can talk with Worksafe ACT
- Parent has insisted on training the staff member
- Parent has agreed to Meg's suggestion of a nurse
- No-one at school has been trained.

Chris Hodgson at 4.50pm

- Nurse is the way to go
- Mother to choose the nurse
  - EDU employs nurse?
- Nurse to work with family
- Sam to talk with Meg about employing a nurse
- What level of training has the LSA received?

Bradley Cummins at 5.02 pm

- Other arrangements are being put in place;
- MW advised that School Principal advised that Deputy Principal to talk with Worksafe ACT
- [REDACTED]

Chris Hodgson at 5.42pm

- Options agreed with Meg:
  - HAAS
  - Nurse
  - Parents
- J Agius (AEU) spoke with LSA
  - J Vaughan to talk with [REDACTED] tomorrow and Dean to attend meeting

[REDACTED] at 5.52pm

- Jackie V to contact parent on Friday about new arrangements at school with Principal and Chief Safety Officer
- Clarify if parent has agreed to; HAAS; Nurse or Parents administering medication

**Friday 8/9/17 – 11.43 am – voice message from Bradley Cummins**

**Friday 8/9/17 – 11.53 am – call with Bradley Cummins**

- Improvement Notice
- Meredith to talk with D-G and get back to Bradley
- Meredith talks with D-G at 2.20pm

Chris Hodgson at 2.33pm

- Solution to assist in the interim

Bradley Cummins at 2.35pm

- Improvement notice by email to D-G and cc Meredith
- 4 weeks for reply
- No information to be provided to the AEU
- Tough for all of you
- Investigators spoke with Deputy Principal and Business Manager on Thursday
- Very concerned
- Not a negative process

**Improvement Notice emailed at 2.58pm on 8 September 2017.**

Meredith Whitten | Deputy Director-General |

Phone 620 70384 | Mobile [REDACTED]

Business Services Division | Education Directorate | ACT Government

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**The following emails were sent on Friday 8 September 2017**

**From:** Whitten, Meredith

**Sent:** Friday, 8 September 2017 7:51 AM

**To:** Cummins, Bradley <[Bradley.Cummins@act.gov.au](mailto:Bradley.Cummins@act.gov.au)>; Hodgson, Chris <[ChrisL.Hodgson@act.gov.au](mailto:ChrisL.Hodgson@act.gov.au)>

**Subject:** ACT Education Directorate - Worksafe ACT matter [DLM=Sensitive: Personal]

Hi Bradley

Thank you for your telephone call on 7 September 2017 about managing medication at [REDACTED] School.

The Directorate will arrange a meeting today with [REDACTED] to explain that Worksafe ACT has expressed concerns about the Directorate's compliance with its Administering Medication Policy and we need to meet EDU policy.

I will let you know the outcome of the meeting or any changes to that plan.