



Province of the  
**EASTERN CAPE**  
EDUCATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA,  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za) Email:

Enquiries: VB MTHENJANA

Tel: 040 608 4641/ 4006

Fax: 040 608 4748

**DEPARTMENTAL CIRCULAR NO 10 of 2019**

**TO : CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS-ESSS  
DEPUTY CHIEF EDUCATION SPECIALISTS-NSNP/HIV&AIDS  
SENIOR EDUCATION SPECIALISTS-HIV&AIDS  
CIRCUIT MANAGERS  
SCHOOL PRINCIPALS  
SCHOOL GOVERNING BODIES**

**FROM : SUPERINTENDENT GENERAL**

**SUBJECT : APPOINTMENT OF SCHOOL HEALTH CO- ORDINATORS IN  
SCHOOLS**

**1. INTRODUCTION**

- 1.1. Currently the School Health Programmes are not spread across all schools within the Province. Instead these programmes are confined to those few schools with the Care and Support for Teaching and learning Programmes.
- 1.2. In order to cover all the schools across the Province on School Health Programmes, each school must appoint an educator who will inter alia, facilitate School Health programmes within the school.
- 1.3. The School Health Coordinator will be responsible for the coordination of ALL school health programmes for learners, educators and support staff in the school and serve as a link between the school and external stakeholders providing school health programmes in schools.
- 1.4. Upon the appointment of these School Health Coordinators, the Department will provide requisite trainings and support for them.



## CIRCULAR 10 - APPOINTMENT OF SCHOOL HEALTH COORDINATORS IN SCHOOLS

### 2. PURPOSE OF CIRCULAR

This Circular communicates the need for the appointment of School Health Coordinators in all schools to ensure effective implementation of School Health programmes.

### 3. APPOINTMENT PROCESS

- 3.1. The School Health Coordinator must be appointed from amongst the educators preferably a Life Orientation educator or any educator who is passionate about school health and psycho-social support of learners.
- 3.2. Upon appointment, this educator must form part of the School Based Support Team (SBST) and be available to attend trainings on Programmes offered by School Health Directorate and its partners like Department of Health and Social Development, including Basic First Aid, Comprehensive Sexuality Education amongst others.
- 3.3. Schools must note that this appointment has no financial incentives.

### 4. DUTIES OF SCHOOL HEALTH COORDINATORS

The HIV&AIDS and School Health Coordinator should be responsible for amongst others:

- ✓ Co-ordinating **ALL** school health programmes for learners, educators and support staff in the school.
- ✓ Provide education about HIV/AIDS while respecting their position of trust and the constitutional rights of all learners and ensure safekeeping of files of vulnerable learners in the school.
- ✓ Serve as a liaison person to link the school with external stakeholders on school health programmes especially Department of Health and Social Development.

**CIRCULAR 10 - APPOINTMENT OF SCHOOL HEALTH COORDINATORS IN SCHOOLS**

- ✓ Encourage learners to make use of health care, counselling and support services (including services related to reproductive Health Care and the Prevention and Treatment of Sexually Transmitted Infections) offered by community service organisations and other disciplines;
- ✓ Assist the school in cultivating an enabling environment and a culture of non-discrimination towards persons with HIV/AIDS and advise the governing body on all health matters affecting teaching and learning, including HIV/AIDS;
- ✓ Assist the school in developing and promoting a school plan on the implementation of HIV/AIDS policy and review the plan from time to time, especially as new scientific knowledge about HIV/AIDS becomes available
- ✓ Facilitate commemoration of Health Days in the school in line with the Health calendar.

*TS Kojana*

**TS KOJANA**  
**SUPERINTENDENT GENERAL- ECD&E**

12/04/2019  
**DATE**