



## **St Bede's Student Health Policy & Procedures**

### **Rationale**

At any one time, a student can have a health condition or care need that could impact on their attendance and participation within school. This can require short or long-term first aid planning, supervision for safety, routine health and personal care support and occasionally complex medical care needs. The School has a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs. This policy has been developed to assist supporting student health within a school environment in a pro-active manner.

Due to the need for very specific detail in a student health policy, readers may be referred to additional documentation, which will provide support information pertaining to their needs.

This policy covers the following aspects associated with Student Health.

### **Aims**

Through consultation and collaboration with families St Bede's Primary School aims:

- To provide a safe and supportive environment in which students with health concerns can participate equally in all aspects of the student's schooling
- To engage with parents/carers of students with health concerns in assessing risks
- To develop risk minimisation strategies and management strategies for the student
- To ensure that each staff member has adequate knowledge about First Aid and the care of students with health concerns and the school's policy and procedures in responding to health concerns

### **Implementation**

#### **FIRST AID**

Children who are unwell are firstly monitored and attended to by their teacher or a teacher on yard duty. When appropriate the child will be sent to Sick Bay. The sick bay is monitored by the staff member on duty in the office.

When a child reports to sick bay;

- The First aid incidents register must be filled out. The pink slip stays in the book at school and the white slip is sent home to communicate with parents actions taken
- All head injuries are immediately reported to parents
- Epipens and asthma pumps are kept in First Aid and when applied the First Aid incident book must be filled out and communicated to parents

It is not the duty of the principal or teacher to diagnose or treat a serious injury or sickness, their role is to carry out appropriate first aid procedures according to their level of training.

#### **FIRST AID TRAINING.**

All staff are trained in First Aid Levels 1 and 2 annually including asthma and anaphylaxis management.

## **FIRST AID DUTIES.**

The school officer at the front desk is responsible for :

- Collating and recording and updating all student medical information pertaining to personal files and emergency management plans.
- The ordering of first aid supplies.
- The maintenance of first aid kits including bum bags for yard duty and excursions.
- Supervision of the sick bay during business hours.

Teachers on yard duty are required to collect a First Aid High Vis Vest from the office area. The contents of this will allow for the treatment of minor injuries thus reducing the volume of children attending sick bay.

Classrooms are equipped with a basic First Aid kit.

Coordinators of camp programs / excursions assume the responsibility of coordinating first aid procedures in the absence of the principal.

The person responsible for the treatment of students is required to complete a parent/guardian notification slip and place it in the child's grade tote box or given to the child directly to take home.

Any first aid treatment is to be recorded in the 'First Aid Register' located in the First Aid room.

## **FIRST AID ORGANISATION.**

Students are not to be left in the sick bay unsupervised. Children complaining of dizziness following a fall, respiratory complaints e.g. asthma must receive direct supervision. This may necessitate the support of an additional staff member.

Where more than one person is in attendance the person with the most appropriate level of expertise and qualification will assume responsibility for administering the first aid.

An attempt should be made to contact parents/guardians before calling for medical attention except in emergency situations.

Parents /guardians are also to be notified as soon as possible in the event of:

- \*Head injuries.
- \*Cuts that could require medical attention.
- \*Swelling.
- \*Vomiting.
- \*Temperature.
- \*Persistent coughing.
- \*Diarrhoea
- \*Suspected infectious disease. (Refer to exclusion list)

It is important that details of accidents at school or whilst on excursions or camps be recorded in the 'Injuries Register' available from the sick bay.

Injuries of a 'reasonably' serious nature are to be reported to the principal as soon as possible. The principal will decide if details pertaining to these injuries are to be recorded in the Catholic Church Insurances "Register of Injuries."

## **STUDENTS & MEDICATION.**

Periodically students attending St Bede's require medication to control illnesses such as asthma, epilepsy, and conditions causing hyperactive behaviour. For these children, the administering of medication and where appropriate, assisting the student to take their medication, is a necessary part of the school's duty of care.

Where appropriate children who require medication during school hours will have a management plan prepared by the parent/guardian or doctor.

This management plan will contain the following details:

- The usual medical treatment needed by the student at school or on school activities.
- The medical treatment and action needed if the student's condition deteriorates.
- The name, address and telephone numbers for an emergency contact and the student's doctor.

### **Oral Medication:**

Parents and guardians are to supply medication in a container with the name of the student, dose to be administered, and the time it is to be given. Where a number of tablets or capsules are to be administered, a weekly supply is to be provided by parents in a dosette box with all the above details clearly marked.

All medication is to be handed in at the main office where it will be placed in a locked cupboard or refrigerator.

***No medication is to be kept in children's bags, or unsecured in the classroom.***

Substances prescribed for a particular student are to be retained solely for the use of that student. Only in a life threatening emergency situation would consideration be given to any variation of this requirement.

### **Anaphylaxis and Asthma**

A separate policy exists for the management and risk minimization pertaining to anaphylaxis and asthma

### **Infectious Diseases.**

The school's policy on exclusion from school due to infectious diseases is based upon the Health (Infectious Diseases ) Regulations 1990.

The regulations require a parent / guardian to inform the principal as soon as possible if their child is infected with any of the diseases as listed in the **Governments School Exclusion Table**

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Students who have been diagnosed as carriers shall be prevented from attending school unless they comply with the conditions as prescribed in the above table

### **Head lice control.**

Principals must exclude infected students according to the Health (Infectious Diseases) regulations 1990.

All parents/ guardians will be alerted to the presence of headlice in the school.

### **Skin Cancer.**

St Bede's school is a Sunsmart school which recognises the dangers associated with excessive exposure to UV radiation.

To minimise these risks during school hours the following provisions have been implemented;

- All students must wear a school hat during terms 1 & 4. Children who do not have a hat must sit in a undercover area.

- On days of excessive UV radiation indoor lunch breaks will take place.
- The use of sunscreen and sunglasses is encouraged.
- Inter school sports will be scheduled for the morning during first term.
- Consideration is to be given to the planning of events during the warmer months that may see children in direct sunlight for prolonged periods.

**Evaluation:**

This policy will be reviewed as part of the school's four year review cycle.