

# Naracoorte Primary School Health Policy



Updated June 2012

## OBJECTIVE

To provide the best possible care to students and staff who are in need of first aid treatment and/or health care.

## PARENT RESPONSIBILITIES

### ILLNESS

When **your child is ill**, please **keep them at home** and **inform the school**, on 87622277. When your child returns, **send a note** to the class teacher. If your child is away and the school has not been notified we have a legal responsibility to follow up on the 3<sup>rd</sup> day.

If your child becomes **ill at school**, you will be informed and **asked to collect them** as soon as is possible.

Should your child have an accident at school, he/she will be treated with Emergency First Aid and further help will be sought if required; you will then be **notified**.

An **ambulance** will be called for your child should staff feel that this is appropriate.

### HEADLICE

From time to time a problem with **head lice** occurs within ALL schools. If your child's class is affected a class letter will be sent home, giving details. If your child brings home this letter PLEASE act accordingly and [check and treat your child](#).

Your Chemist will be able to assist you with the treatment of head lice. It's important to **thoroughly remove all eggs** from the hair as just one egg can quickly lead to a full head of lice. Also remember to **wash hats and bedding, and air quilts and pillows**.

Please **notify the Front Office** if your child has been treated for head lice. It's important to keep the school informed as head lice spread quickly between children.

If you have signed the consent form, from time to time it may be necessary for us to check your child's hair. Should nits and/or lice be found you will be contacted and asked to collect your child(ren) for treatment.

Please assist us by signing the permission forms.

### MEDICATIONS AT SCHOOL

From time to time, your child may need **medications during school hours**. (Being mindful that most medication times can be adjusted to before and after school).

If medications are brought to school, your child will need to be able to **self-administer** and we request that medications be **signed into the office**.

By having the medication at the office we can ensure correct time and documentation. It is also a safety precaution.

### PRESENTATION OF MEDICATIONS

A **single dose only** must be supplied, correctly labelled by the Chemist, noting name of child, type and name of medication, date of dispensing, name of Dr. and dosage requirements. An note requesting staff to supervise child's self-administration at requested time and date should be attached and signed by a parent.

Should your child require **ASTHMA MEDICATIONS, DIABETIC ASSISTANCE, EPI PEN** etc. please contact the **PRINCIPAL** for an appointment to discuss their particular needs.

**NOTE - ANY FORM OF MEDICATION THAT IS NOT CORRECTLY PACKAGED OR LABELLED** will not be handled and you will be contacted.

It's important that the school be informed of **any medical conditions** your child may have.

### INFECTIOUS DISEASES

There are certain infectious diseases where the Public Health and DECS regulations **prohibit children from attending school**. Some of the most common are **Mumps** (14 days) **German Measles** (7 days) **Measles** (7 days) **Chicken Pox** (7 days). If you require, the Principal can supply a list of others.

## STAFF GUIDELINES

All staff must hold a current Basic Casualty Care Certificate.

## FIRST AID KITS

Small first aid kits are located throughout the school, one per classroom, and additional comprehensive first aid kits are available for excursions and camps.

Bum-bags are also kept in the staffroom, for yard duty and near-by excursions (eg. nature park walk, transition activities at the high school).

All first aid kits and Health Bay cupboards will be kept fully stocked. SSO time is assigned to this duty.

## MEDICATIONS AND EXCURSIONS

In addition to first aid kits, staff will also take any individual student medication and relevant health care plans with them on excursions. Medication will be collected from the front office on the day of the excursion and returned to the front office once the class returns to the school.

## PROCEDURES

Students and staff members in need of first aid or health care, should present themselves to the Health Care Area (next to front office). If this cannot be achieved, the attending staff member will send a message to the first aid person, or the person on desk duty at the front office, who will attend the scene.

Back-up support by another staff member will always follow the attending person.

**Any situation will be quickly and calmly assessed then;**

- 1. render the necessary first aid treatment**
- 2. notify for further treatment or notify parent/caregiver**

If the student/staff member accident/illness warrants the use of an ambulance and /or professional medical care, it must be obtained immediately.

It is not encouraged to transport sick or injured children in private vehicles.

If necessary, the first aid person or a staff member may be required to travel in the ambulance with the child.

## RECORDING AND NOTIFICATION

**Treatment** given to any student or staff member must be recorded in the daily book ( located in the Health Care Room.) All accidents must be recorded by the supervising staff member, using an ED155 form. This must be viewed and signed by both the school's OHS&W representative and the principal.

**Notification to parent/caregiver** will be done as soon as possible while maintaining the injured person as the first priority.

**If a student needs to go home**, the emergency contact person / parent will be notified of the situation and asked to collect the child from the front office.

**Class teachers and brothers and sisters will be notified** of a student leaving the school because of illness or injury. The SSO on desk duty in the front office will ensure this occurs.

## HEALTH CARE GIVER PRECAUTIONS

**Disposable gloves** are available and should be worn by staff and students when treating a sick or injured person.

All waste products are to be disposed of correctly ( as per occupational health and safety guidelines), i.e. in sealed disposable bags.

It should be noted that most equipment used is disposable and will be used only once. However some equipment is not disposable and this must be cleaned thoroughly; check with Front Office as to what product must be used to disinfect equipment.

