



Connolly Primary School

An Independent Public School

Health & Well-Being Policies & Procedures



Excellence • Learning • Innovation • Care

Health & Well-Being – Contents

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Our Objective

*For every child to achieve their full potential
by utilising our passion for learning,
diversity, educational methods and
innovation to make our school the first choice
for parents.*

Duty of Care

Rationale

Teaching staff owe a duty to take reasonable care for the safety and welfare of students whilst they are involved in school activities or are present for the purposes of a school activity. The duty is to take such measures as are reasonable in all circumstances to protect students from risks of harm that reasonably ought to have been foreseen.

Teaching staff must exercise their professional judgement to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students' independence and maximising learning opportunities.

Duty of Care Responsibilities

- All teachers to be conversant with Regulations.
- Before and after school all staff are on duty as they move about the grounds or premises i.e. any infringement sighted must be dealt with or referred to administration.
- Rostered duty teachers need to be prompt to ensure duty of care responsibilities are met.
- If a teacher is unable to perform duty, other arrangements should be made and the Associate Principal responsible for the duty roster informed. The latter should also check that absent teachers' duty rosters are covered.
- Class teachers to advise children that if they have a problem at recess or lunch they report to the Duty Teacher or go to the Staff Room in an emergency and ask for the Associate Principal.

Supervision Procedures

Teachers are required to ensure that:

- Students are not left in unsupervised working or detention situations
- Students are not left unsupervised in classrooms before or after school, and at lunch and recess.

Before School

Our school needs to establish a reasonable standard of care by instituting the following procedures.

- All staff to take corporate responsibility before school by picking up incidents of misbehaviour sighted as they move about the school.
- Students arriving prior to 8.25am are to gather in the paved area between the Office Block and the Art Room.
- Admin will supervise this area between 8.15am - 8.25am.
- Teachers have preparation responsibilities for classrooms and should be moving away from the Office Block area by the 8.25am siren.
- Sporting equipment and playground structures are not to be used by children before school.

Duty of Care

Lunch and Recess Duty

Our school is required to provide adequate supervision of children when at play during recess and lunch.

The school grounds are divided into four duty areas, and there shall be at least one teacher on duty in each area at all times.

Allocation of staff to duty in these areas will be managed through a roster by an Associate Principal, and based on work fraction and job role.

The duty times are as follows:

Recess - 10.50am - 11.10am
1st Lunch - 1.10pm - 1.30pm
2nd Lunch - 1.30pm-1.50pm

After School

Duty of care extends after school until students, especially very young students who are otherwise unable to care for themselves, are collected by their parents.

The school will provide supervision for students at the Kiss and Drive until 3.15pm. Students who are not collected by this time will be moved to the office. Students not collected from classrooms by 3.10pm should be moved to the office to ensure supervision.

Should parents be unable to collect students before 3.15pm due to unforeseen circumstances, they should notify the school as soon as possible. If parents are aware they will be unable to collect their child/ren by 3.15pm, they should engage an after-school care provider.

Entering and Leaving the School Grounds

No teacher is permitted to grant permission to any child to leave the school grounds for any reason. All such requests must be referred to the Principal or Associate Principal.

Children who regularly go home for lunch should bring one note to cover these absences from the school grounds.

Parents taking children for dental appointments etc. are required to pick children up from, and deliver them back to, the classroom. Parents are required to sign their child out in a student release book, kept in the Front Office and take a signed **Student Release Authority** form to the teacher.

Visitors

All visitors to the school are required to sign in through the front office.

Parents and visitors must make prior arrangements through the office to interview teachers in order that lessons are not disrupted.

Child Protection

Rationale

Everyone working in a school is responsible for the care and protection of the children, and reporting information about child maltreatment concerns such as neglect, or physical, sexual and emotional maltreatment.

Guidelines

All staff are responsible for acquiring the appropriate knowledge and understandings about child protection and respond appropriately to concerns of child maltreatment.

All staff working in the school need to be able to recognise the risk factors and indicators of maltreatment.

Staff should document concerns in a factual manner.

Staff should refer concerns to the principal or his/her nominee.

If the concern relates to a person other than a Department employee the Principal **MUST** report the concern to the Department of Child Protection (DCP). If the matter relates to the conduct of school staff, the Principal must report the matter to DCP and CMU.

Staff may not investigate matters of child maltreatment. They may seek advice from professional colleagues or the Principal. This consultation should be documented.

DCP or the police must be informed prior to informing parents/caregiver of a concern to maltreatment.

Staff should be conscious of the requirement for confidentiality, however, they should not make undertakings which are inconsistent with their reporting obligations under this policy.

Mandatory Reporting Obligations

Mandatory Reporting Obligations relate to matters of child sexual abuse.

All Education Act staff are mandated to report child sexual abuse. This duty rests with the individual staff member, not the Principal.

Mandatory Reporting must be completed on the appropriate document and forwarded to DCP.

DCP will provide a receipt number and feedback letter. The teacher should advise the Principal of the receipt number, who will lodge an **Online Incident Report**. The staff member should advise the Principal of the contents of the feedback letter.

School recording forms and receipt numbers must be stored appropriately. The school does not store copies of School Reporting Forms.

Before informing a family, advice should be sought from the DCP Mandatory Reporting Service or the WA Police.

First Aid

Rationale

The development and implementation of First Aid plans are part of the risk management planning undertaken by schools.

The outlined procedures are aimed to ensure smooth assessment and treatment of illness and injury, and to maintain the health and well-being of all members of our school community.

Procedures

Basic First Aid is to be managed within the teaching blocks.

This will included:

- Minor cuts and grazes
- Application of Icepacks for minor bumps and bruises
- Upset stomachs, headaches etc requiring rest.
- Superficial insect bites

To ensure this can be completed adequately, each block will be equipped with:

- A complete First Aid kit
- Icepacks (to be kept in the freezers within each block).
- Sick Bags
- A Beanbag

In the event of a should a student's condition fail to improve, the teacher will:

- Complete a **Student To Go Home** form
- Send the student to the Front Office

The School Officer, with the support of Admin or an additional First Aid Officer will:

- Assess what, if any, further treatment the school can provide.
- Contact the parents, and if required, arrange for the student to be collected.
- Where appropriate, students will return to the classroom to be collected by their parents.
- Should parents not be contactable, and no additional treatment can be applied, the student will be returned to class. Should additional supervision be required, an Education Assistant will be redeployed.

Emergency Procedures - Severe Injury or Illness

- Staff member to seek assistance from Admin and/or a First Aid Officer
- Admin will contact parents to arrange appropriate transport.
- In a serious or life-threatening medical emergency, the school will use an ambulance service.
- Details will be recorded, and if required, an **Accident Report Form** completed.

First Aid Training

All Staff will complete training in asthma and anaphylaxis first aid.

Our school will ensure that the following staff have completed additional accredited First Aid training.

School Officer
Phys Ed Teacher
Principal and/or Associate Principal

In the event an ambulance is called:

Parents are expected to meet the cost of an ambulance in an emergency

An ambulance will **NOT** be cancelled until the student is handed into the care of their parents, even if requested by the parents.

Medication

Rationale

The Education Department of Western Australia is obliged to comply with reasonable requests for assistance in the administering of medication. This results from the duty of care that exists in all government schools and education facilities.

Guidelines

Non-Prescription Medication

School staff will not normally be involved in administering non-prescription medication including minor analgesics, cough mixtures, or antihistamines. Students self-administering analgesics are not required to notify the school.

As an Asthma-Friendly School, Ventolin is stored in the Front Office and may be administered if needed.

Asthmatics are encouraged to self-administer medication.

Prescription Medication

If a student is required to carry and self-administer prescribed medication the parent/guardian must advise the Principal. This will involve completing a **Student Medication Request** form and a medication instructions form from the prescribing doctor.

Only the quantity of medication for the school day can be brought onto the school premises by a student.

Administration of medication documentation must be completed annually.

School staff are **NOT** expected to administer prescribed medication or treatments, which require specialist training, such as giving injections.

If a student is determined incapable of self-administering prescribed medication the following protocol applies.

- Parents should initiate a meeting with the Principal to discuss medication. Staff may decline to administer prescribed medication.
- Parent/guardian must complete **Student Medication Request** form.
- Parent/Guardian must ensure the prescribing medical practitioner completes **Medication Instructions from Prescribing Doctor** Form.
- Parent/Guardian must provide the medication in a properly labelled container (student name, medication name, dosage etc)
- Minimal quantities of the drug should be sent to school.
- The school staff should only administer the medication in accordance with the instructions.
- The Principal will ensure the medical information for the student is available to all relevant staff.

Medication

Storage of Medication

Prescribed medication, which is to be administered by staff, must be stored safely in a lockable cupboard that can only be accessed by authorised personnel.

Medications requiring refrigeration should be isolated in a secure container.

All medication must be correctly labelled. Medication, which is not labelled correctly, will not be accepted.

Records Management

A record will be kept detailing each occasion medication is administered by staff. This will include the date, time, quantity and name of the staff member.

All medical records created for the purposes of administering medication must be stored until the applicable student reaches 25 years of age.

This record should move with the child when they transfer to a new school.

Emergency Action Plans

Students with identified medical needs should have an **Emergency Action Plan** to ensure effective management in a medical emergency. This includes students with asthma, diabetes and/or serious allergies.

Parents/Guardian must complete an **Emergency Action Plan** providing specific instructions on what action to take, including details of the condition, medication required, and appropriate contacts.

Staff will be aware of these action plans, with copies included in classrooms, yard duty bags, and on in the Front Office

Staff should ensure reasonable action is taken to address emergency management issues during camps and/or excursions.

Head Lice

Procedures

Should a staff member identify a student in their class has head lice, the following procedure will be completed.

Stage 1: Staff

If a staff member suspects a child has head lice they are to be sent to the office. A member of administration will check the student's hair. If head lice are present, a letter to the parents is sent home with the student at the end of the day.

Parents of the other students in the class are sent a letter on the same day asking them to check their child's hair for head lice and advising them on how to do this more effectively, using the Department of Health's recommended **hair conditioner** method.

Parents send in a signed slip stating that treatment has started and the child can return to school.

Stage 2: Staff and Associate Principal

If it is evident that treatment has not occurred because the teacher can still see head lice in the child's hair, the Associate Principal calls the parents.

If no treatment has begun then the Associate Principal asks the parents to collect their child and enquire if they need help or assistance.

The child's hair will be checked by a member of the administration team before the child is allowed re-entry to school.

Stage 3: School nurse

If the treatment is not completed and the child is re-infested, Stage 2 will apply and the Associate Principal will contact the Community (School) Nurse, who represents the Department of Health, to undertake phone contact or arrange a home visit with the parent. The purpose of this is to help identify any difficulties, and to assist and advise the parents about the head lice treatment.

Stage 4: Principal

Where a student again returns to school without treatment having commenced or is re-infested within a few days the Principal will contact the parents and advise that the student is immediately excluded from school until treatment has commenced and the school notified. The parents will again be offered assistance.

The current preferred practice for treating head lice is the "10 Day Hair Conditioner Treatment for Head Lice" directed by the Department of Health.

Please refer to **Treating Head Lice** document written by the WA Department of Health.

Asthma

Rationale

Connolly PS is committed to being an Asthma-Friendly School, as outlined by Asthma Australia. This means that staff have current training in Asthma First Aid, that Asthma Emergency Kits are accessible to staff, and that our school is committed to educating all members of our school community regarding the management of Asthma.

Roles and Responsibilities

Students

- Self-manage their asthma (as appropriate for their age and stage of development:)

Parents/Carers

- Provide an **Asthma Care Plan**, signed by the treating doctor
- Provide their child's medication, clearly dated and in the original labelled container. A spacer, and mask as required, should also be supplied
- Alert staff to any changes in their child's asthma management requirements

Administration

- Meet all legal, regulatory and policy requirements related to health care planning and asthma management within the service
- Maintain a central record of students health care needs, including asthma, and review regularly
- Induct new staff in asthma policies and procedures including asthma training and information for all staff
- Ensure Asthma Emergency Kits are maintained, included the replacement of spacers and masks (as required)

Staff

- Document any asthma attack **and** advise parents/carers as a matter of priority
- Review documentation regularly to ensure compliance with procedures
- Minimise exposure to known triggers

Monitoring and Review

- This policy will be reviewed annually and earlier should a need arise to do so.

Sun Smart

Rationale

Australia has the highest rate of skin cancer in the world. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer. As our students are at school during times when UV radiation levels are highest, our school plays an important role in minimising UV exposure.

Our Sun Smart Policy has been adopted to ensure all members of the school community are protected from skin damage caused by UV radiation from the sun. The policy will operate throughout the year.

Guidelines

- The school will inform parents of its SunSmart Policy on enrolment through the provision of a SunSmart parent pamphlet.
- The school will promote sun protection through newsletters, assemblies, parent meetings and the website.
- The school is committed to ensuring the adequate provision of shade in the school grounds by planting trees and building shade structures.
- Specific Sun Protection Education will be provided to students in Years Two and Five. Other classes are encouraged to reinforce the Sun Smart message on a regular basis.
- The school encourages staff, parents and visitors to role model appropriate SunSmart behaviour.
- Children must wear a wide-brimmed school hat during break times and Phys Ed lessons. A **NO HAT NO PLAY** practice will operate all year. The school's Dress Code will reflect the SunSmart policy.
- The school will encourage all students to wear a rash vest or shirt for swimming lessons when conducted in an outdoor environment.
- The school will ensure that adequate shade is provided for sports carnivals and outdoor events.
- Any student who does not comply with the policy, must remain in the Undercover Assembly Area.
- The school will encourage the use of SPF 30+ broad-spectrum water-resistant sunscreen by:
 - ⇒ Having sunscreen available at outdoor school events such as carnivals and swimming lessons.
 - ⇒ Providing sunscreen in classrooms.
 - ⇒ Promoting and modelling the use of sunscreen.

Sun Smart

Parental Expectations

Parents/carers will...

- Provide students with personal sunscreen to bring to school.
- Provide a SunSmart hat for your child/children and ensure they wear it to and from school.
- Apply SPF 30+ broad-spectrum water-resistant sunscreen prior to leaving for school.
- Ensure that your child/children's clothing provides adequate protection from UV radiation including the provision of rash vests or shirts for outdoor swimming lessons.
- Act as role models by practising SunSmart behaviour.
- Support the school's SunSmart policy.

Student Expectations

Students will...

- Be aware of the school SunSmart policy.
- Comply with SunSmart rules and guidelines, particularly with regard to hats. No Hat No Play.
- Apply SPF 30+ broad-spectrum, water-resistant sunscreen when going outdoors
- Use shaded and covered areas when appropriate.
- Act as a positive role model for other students.
- Participate in SunSmart education programs.

Illicit Drugs

Rationale

Our school is committed to providing a safe learning environment for all students. The use of drugs, including pharmaceutical, tobacco, alcohol and illicit drugs for both medical and recreational purposes is prevalent in our society.

Our school has a responsibility to help students develop the skills, knowledge and attitudes necessary to make informed decisions about drug usage, while encouraging the children to develop strategies to make healthy lifestyle choices.

Prevention

Connolly Primary School does not permit students, parents, staff and other workers or visitors, while on the school's premises, at any school function or excursion to;

- smoke tobacco products.
- deliberately inhale volatile substances (solvents).
- possess and/or use pharmaceutical drugs for non-medicinal purposes.
- possess and/or use illegal drugs.

Connolly Primary School will ensure the following preventative measures are implemented:

- Health and drug issues are taught as part of an integrated comprehensive educational program.
- The program will consist of a balance of knowledge, attitudes and values enhancement and skill development appropriate to the developmental level of each student.
- Connolly Primary School is involved in parent and community health education programs wherever possible.

Intervention

In all circumstances, the first response will be to establish and respond to the immediate health and welfare of the student and the students around him/her.

Possession or consumption of cigarettes, alcohol or solvents

The Principal and/or Associate Principal will notify parents/caregivers and a letter will be sent home. Students will face disciplinary action in accordance with our school's **Behaviour Management Policies & Procedures**.

Illicit Drugs

Parent/caregivers will be informed immediately. The Principal and/or Associate Principal will notify the police. In the absence of a student's parent or caregiver, a support person will be nominated to be present at any police interview that takes place.

Disposal of Harmful Substances / Implements

Students finding needles, syringes or potentially harmful substances should **NOT** try and dispose of the substance or implement themselves. They are to stand next to it and send another child to notify the teacher-on-duty or nearest staff member.

The staff member disposing of the item will ensure that the needle or syringe is picked up by the blunt end away from the needle, preferably using gloves or a grasping implement, and placed along with any substances, in a rigid sealable plastic container/bottle and disposed of in the general rubbish.

Healthy Foods

Rationale

Childhood obesity is a serious problem both within Western Australia and nationally. When children carry too much weight and are obese they face a greater risk of immediate and long-term health and behavioural problems.

There has been a community call for schools to work with the school community to help children become healthier and reduce their risk of suffering serious health problems later in life. It is recognised that schools, canteens and other types of food providers can support healthy lifestyle choices.

Guidelines - Classrooms

The classroom teacher will ensure

- Food or drinks provided by staff or the school comes from the Green and Amber Food Lists **ONLY**.
- When providing food or drinks for the class, parents are encouraged to provide foods from the Green and Amber Food Lists.
- That food or drinks provided or organised by the school for excursions or camps come from the Green and Amber Food Lists.
- The amount of food and drinks from the Amber Food List will be limited in both quantity and serving size.
- Classroom rewards and motivators will not be food-based unless there are special circumstances. In these instances, the use of such rewards will be documented as part of an Individual Education Plan or an Individual Behaviour Plan.

This policy is applicable to any food or drink provided by the school, including school excursions or camps. It also applies to the school canteen.

The school is not responsible for food or drink provided by parents, or for any other P&C fundraising.

When the celebration is in relation to an event such as a birthday the parents may provide a cake or birthday cakes to school to share with classmates. Again, parents are encouraged to select from the **Green** and **Amber** food lists.

Guidelines - Canteen

Connolly Primary School canteen utilizes the Star Choice system operated by the Western Australian School Canteen Association (WASCA).

To ensure clarity our school canteen operates within a 'traffic light' system categorizing food and drink as **GREEN**, **AMBER** or **RED** is used.

GREEN foods and drinks are encouraged and promoted, are available daily and make up the highest proportion of food and drink items available from the canteen.

AMBER foods and drinks on the menu are selected with care and their availability is limited. Serving sizes are also limited to smaller portions.

RED foods and drinks are not available from the canteen.

Information relating to the traffic light classifications can be found at the WA School Canteens website,

<http://www.waschoolcanteens.org.au>

Crunch & Sip

Rationale

Crunch&Sip is a set break for students to eat fruit and salad vegetables, and to drink water, in the classroom. Our school has included Crunch&Sip to support students to establish healthy eating habits whilst at school.

The goal is for all students and teachers at Connolly Primary School to enjoy a Crunch&Sip break by eating fruit or vegetables, and drinking water, in the classroom everyday.

Guidelines

Teachers will:

- set a Crunch&Sip time each day in the morning or afternoon.
- encourage all students daily to eat a piece of fruit or vegetable in the classroom during the designated Crunch&Sip break.
- encourage students to drink a bottle of water in the classroom throughout the day.

Students will:

- wash their hands prior to the Crunch&Sip break.
- bring fruit or vegetables to school each day to eat at the break.
- wash their water bottle and fill it with water daily, as directed by their teacher.

The School Community will:

- find ways to provide fruit or vegetables for students who do not have access to them.

Informing the School Community

The Connolly Primary School community will be made aware of Crunch&Sip by including details:

- in the school policy and procedures manual
- in the school parent handbook
- during student enrolment
- on the school website (where possible)
- in reminders for parents and teachers at least four times a year. Either as talks, newsletters or brochures etc.

Review

The Crunch&Sip guidelines will be reviewed annually with recommendations for improvements made if necessary.

FRUIT OR VEGETABLES AND WATER GUIDELINES

Fruit

All fresh fruit is permitted
Dried fruit is permitted,

Vegetables

All fresh vegetables are permitted

Water

Only plain water is to be consumed
in the classroom.

Occupational Health & Safety

Rationale

The Occupational Health and Safety Act is binding in all workplaces in Western Australia. As the manager of the site, the Principal is responsible for the safety and health of all employees and contractors on site. Neither the act or this policy is related to the management of students.

Guidelines

The Principal is to:

- Take reasonable actions to maintain workplaces, equipment and systems to minimise risk to employees.
- Provide adequate information and training to employees/contractors.
- Confirm all contractors are appropriately licensed to carry out their functions and are aware of hazards in the worksite.
- Provide appropriate personnel with personal protective clothing and instruction in their use.
- Consult with employees regarding OSH matters.
- Maintain a register of hazardous materials.
- Confirm regular workplace inspections.
- Provide induction to new employees.
- Maintain a register of identified risks/hazards and the controls that are in place.

The Staff are to:

- Take reasonable care for their own health and safety and that of others.
- Follow procedures, policies and directions established to protect their safety and that of others.
- Report identified hazards or accidents/incidents to the Principal.

The Occupational Health & Safety Officer is to

- Conduct regular inspections of the workplace.
- In conjunction with the Principal, conduct incident/accident investigations.
- Consult with staff and administration regarding OSH issues.
- Report hazards to the Principal.

New staff should participate in a induction process, which will include matters related to occupational health and safety. The induction should include: -

- Identify the OHS Representatives.
- Policy information

Principals and/or OHS Representatives will thoroughly investigate accidents/incidents and put in place appropriate controls, both immediately and in an ongoing manner.

Investigations should be completed using the **Accident/Incident Investigation Report** form and should be held on the School Record System as well as forwarded to Employee Support Services.