

# ST BRENDAN'S CATHOLIC PRIMARY SCHOOL STUDENT HEALTH AND SAFETY POLICY



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## Rationale

At St Brendan's Catholic Primary School we believe that the health and safety of each child is the responsibility of the school, in partnership with the parents. To learn effectively, children need to remain safe and healthy.

## Purpose

To provide a consistent and clear approach to maintaining the health and safety of each child.

## Implementation

### Administering Medication

Medical conditions requiring medication to be administered at school must be discussed with an appropriate staff member.

When it is necessary for medication to be administered during school time parents must provide:

- A written and signed request for medication to be administered which includes specific details of medication, dosage, time to be given and instructions for its collection by an adult.
- Appropriate medication that is clearly labeled with the child's name. All medication will be administered by office staff in the sick bay and recorded in the Medications Book.

### First Aid

Basic provisions are available in sick bay. Children are not permitted to treat each other. This is the responsibility of the attending staff member.

Children requiring first aid attention are to be sent to the office during class or the staff room during recess or lunch time. There is a designated staff member on duty at recess and lunch time each day, who must supervise children in first aid.

Staff will ensure the following for everyone's protection when administering first aid.

- Always use disposable gloves when treating children.
- Wash all cuts and abrasions with water and cover with adhesive dressing if necessary.
- Do not apply lotions or antiseptics in case of allergic reaction.
- Follow 'Blood Spills' procedure on display in sick bay.
- Dispose of all waste products in the specified plastic container, tie up the bag, place in the main bin and replace the liner in the container.

- Record the details on the computer in Sick Bay, print the form and send home to parents.
- Record all major injuries in the 'Accident Book' (available from staff office) and ensure this is given to the Principal for witnessing.
- If in doubt about the location or extent of an injury, confer with another staff member.
- Contact parents / emergency contact immediately if you feel the injury needs professional medical treatment or opinion.
- In emergency situations, call 000 for an ambulance.

### **Hats and Sun Protection**

St Brendan's Uniform Policy instructs that all students must purchase and wear an official school hat. It is compulsory for hats to be worn during all outdoor activities, including physical education sessions and excursions, during Terms 1 and 4, or as advised by Principal.

All staff members are advised to wear an appropriate hat during all outdoor activities as a model for our children.

During recess times, children without hats must remain in the allocated shaded area. They may not return to their classroom or bag to get their hat, once they have been dismissed from the classroom.

Subsequently, children without hats are unable to participate in outdoor activities during class time. They will remain in the vicinity of their class in allocated shaded areas for the duration of the activity.

### **Students becoming ill at School**

If a child shows signs of illness at school, the child will be given the opportunity to rest in their classroom and have their illness assessed as to the extent / validity of the complaint before advising the office and sending them to sick bay. The Principal will review the situation and make appropriate decisions.

### **Students with Medical Conditions**

Each family will receive and be expected to complete and return a comprehensive medical information form for each child. These will be collected in the first couple of weeks, and parents need to update as necessary.

For critical response needs, photos and relevant information is kept in yard duty bags and in the medical information folder in the staff room.

Copies of individual medical plans are provided to class teachers and kept in the sick bay. All staff are advised of conditions and treatments.

Parents of children with asthma MUST furnish a current asthma plan to the office at the beginning of each year or when the child is diagnosed. Children with asthma must have their own spacer. Children with asthma should be reminded to carry their inhaler with them at all times. Teachers need to ensure that medication is available for those children during outdoor classes and excursions.

## **Safety**

### **Within the school environment.**

- Teachers are diligent in their supervision of students in all areas and during all activities.
- Teachers insist that students play safely to minimise accidents.
- Children are not permitted in learning spaces without teacher supervision.
- When it is necessary for students to move within the school boundaries during school time e.g. to go to the toilet, or office they must walk with a partner.

### **Off Campus**

- Teachers submit excursion / camp plans which address safety requirements to the Principal before proceeding with organisation of off site activities.
- Staff / student ratios, are as suggested by D.E.E (Education Department) form the minimum ratios at St Brendan's. When 4 or more children participate off campus activities, they are supervised by at least two adults.
- Students are supervised by staff members at all times during off campus activities.
- Teachers-in-charge of, off campus activities remain in contact with the Principal.
- Decisions in regard to participants are made by the Principal or teacher-in-charge.

### **External Providers**

- Staff from St Brendan's liaise with external providers to ensure high safety standards are maintained. They remain responsible for the supervision of students, and ensure student wellbeing and behaviour are well managed.

## **Evaluation**

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

## **Ratification**

This policy was last ratified by staff in December 2015.