

Hastings Public School

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Student Health in NSW Public Schools Policy Overview

Ref:

<https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776>

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/quick-guide-for-parents>

Purpose

The Department of Education has an obligation to ensure that a safe working environment is provided for staff and students. Hastings Public School staff are required to implement practices related to student health that comply with the NSW Work and Safety Act 2011, Common Law obligations, anti-discrimination and privacy legislation that demonstrate commitment to collaboration with parents to support the wellbeing of students.

1 Implementation

- 1.1 All staff have completed Child Protection Awareness Training (Online module) One-Off.
- 1.2 All staff, teaching and non-teaching participate in annual Child Protection updates. A register of attendance taken and filed.
- 1.3 A staff register of all e-emergency, anaphylaxis and CPR training is kept and filed.
- 1.4 Casual teachers provide evidence of current Child Protection, e- emergency, CPR and WHS training certificates. A copy is kept on file.
- 1.5 All New DEC members of staff complete WHS Induction for Employees. A register of completion kept.
- 1.6 New HPS members of staff undergo a site specific WHS Induction – including location of first aid kits, Epipens and emergency procedures. A register of completion is kept.
- 1.7 Risk hazard identification process for playground and classroom hazards in existence and records kept.
- 1.8 Two administration office staff are trained as designated First Aid officers to oversee sick bay. Evidence of training currency kept on file.
- 1.9 All administration office staff are trained in administering prescribed medications. Evidence of training currency kept on file and medication diary kept. One staff member attending any excursion must be trained in the administration of prescribed medicine. (<https://www.det.nsw.edu.au/proflearn/eapmas.html>)
- 1.10 All prescribed medication kept in a locked security cupboard.
- 1.11 Individual Health Care Plans are developed for all students diagnosed with anaphylaxis, severe asthma, epilepsy, diabetes and others at risk of an emergency.
- 1.12 Students diagnosed with anaphylaxis identified. Up to date Health Care Plans, including ASCIA plans stored with current (clear expiry date) adrenaline auto injector, confirmed.
- 1.13 Emergency Care Response Plans for teachers' (information regarding students with health plans) - located in Staff room, teachers' classrooms and the Sick Bay.
- 1.14 Essential Information for staff – students with health care needs summary booklets - located with casual teaching playground equipment in staff room and in classrooms.
- 1.15 Casual teacher induction Booklet- contains information about procedures relating to student health, school routines and procedures and rules for use of safety equipment including playground fixed equipment.
- 1.16 First aids kits regularly checked and restocked by designated First Aid Officer.
- 1.17 Updated Emergency Management Plan tested 6 monthly and uploaded to ICE.
- 1.18 Infectious diseases protocols followed in line with DEC/NSW HEALTH policies *Recommended minimum exclusion periods for infectious conditions for schools*.
- 1.19 Immunisation records for all new enrolments – kept in Student Record cards.
- 1.20 All student visits to the sick bay are entered in the first aid register.
- 1.21 Parents/care providers contacted as a courtesy for students who are sent to the sick bay for any head or facial injuries and if students remain unwell after a period of rest.
- 1.22 Students sent to sick bay from the classroom must have an accompanying sick slip with symptoms identified by the teacher – All forms kept in First Aid Register in sick bay.
- 1.23 Allergens in the Workplace Risk Management Plan developed and implemented.

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- 1.25 Photos of children with food allergies located inside the canteen. Standard precautions for infection control and safe handling of food in place.
- 1.26 School policy for non-sharing of food in place.
- 1.27 Register of student or staff injuries and incidents is maintained.
- 1.28 Employees with injury or sickness managed in accordance with DEC Return to Work and other relevant guidelines.
- 1.29 Incidents are investigated, with corrective measures implemented and recorded.
- 1.30 School follows Reporting School Accidents procedures and copies of documentation filed.
- 1.31 Risk Management Plans developed for all excursions.
- 1.32 HPS has a Sip and Crunch, a No Hat-No Play and a Sun Safety Policy implemented.
- 1.33 Students participate in Daily Fitness activities.
- 1.34 WHS notice board with procedures for staff to report injuries in the workplace or to seek support through EAPS.
- 1.35 Safe systems of work are implemented and regularly reviewed.

2 Evidence

- 2.1 Register of attendance kept for Child Protection, E-emergency, CPR and Anaphylaxis training.
- 2.2 MyPL enrolment and evaluation.
- 2.3 Evidence of Current First Aid and Administering Prescribed Medication training of Office Administration Staff.
- 2.4 Register of evidence of essential training for casual and temporary staff, SLSOs and university teachers.
- 2.5 Samples of student Health Care/ASCIA plans.
- 2.6 Sample Risk Assessment Plans for Excursions, Sun Safety and allergens in the workplace.
- 2.7 Sample Incident Reports and Accident Report forms.
- 2.8 Sample of Sickbay referrals, indicating time, nature of illness or injury and the location of the event and sickbay register.
- 2.9 HPS First Aid Policy
- 2.10 Photograph of staff WHS notice board with staff wellbeing information.
- 2.11 Uploaded information to ICE.
- 2.12 WHS register for induction to site.

3 Policy Review

- 3.1 Student Health in NSW Public Schools evaluated cyclically as part of the school's Evaluation Plan.
- 3.2 First Aid Policy Reviewed cyclically as part of the school's Evaluation Plan.

Jodie Paterson

Principal

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