



East Waikiki Primary School

Duty of Care Policy & Guidelines

KINDERGARTEN TO YEAR 6 STUDENTS

Reporting / Monitoring Students with Illness or Injuries

BACKGROUND

The health, well-being and overall safety of all students at East Waikiki Primary School are paramount. All staff at East Waikiki Primary School has Duty of Care Obligations and Requirements regarding all students.

Students who become ill at school or who suffer an injury or suspected injury are the responsibility of East Waikiki Primary School. It is vital that everyone is fully informed of the child's overall condition, the steps that have been taken to support the child and the contacts made regarding the child and their overall condition and well-being.

Listed below are a set of responsibilities / requirements for all stakeholders in regards to East Waikiki Primary School students:

PARENT / CAREGIVER RESPONSIBILITIES / REQUIREMENTS

- Inform the school (child's teacher and Administration) of any medical condition their child has, what medication they require as well as specific dosage requirements in writing. This information is to be regularly updated
- Provide required medication and complete relevant paper work for administering medication to the school
- Inform the school either in writing or by telephone, e-mail or SMS if their child has suffered an injury or illness prior to coming to school, details of the illness and/or injury and what they can and cannot do because of the injury / illness sustained
- Keep their child at home if they are feeling ill or have sustained an injury that will impede their learning and well-being to ensure that illness is not spread nor an injury sustained is further aggravated. Students with injuries can be at school but parents / caregivers are to provide up to date information about the injury and how this may impact their learning and/or their involvement in regular school activities / requirements
- Should their child be absent for a prolonged period, parents / caregivers are to contact the child's teacher(s) and arrange for a suitable work package to be picked up. This also requires parents / caregivers to ensure that their child undertakes as much of the work package as possible until their return to school
- Should a child be absent from school for a prolonged period (one fortnight and longer), they are to make contact with the child's teacher and/or Administration to arrange a formal re-entry into school with the teacher and School Administration
- If a child misses school through illness or injury, the child's parents / caregivers are to inform the school of their absence and how long they will be away from school either by telephone, in writing, e-mail or SMS
- All parents / caregivers must ensure they have left at Administration an accurate and up to date contact numbers, are kept updated with Administration and alternative contact lists of relatives should the parent / caregiver be un-contactable

TEACHER RESPONSIBILITIES / REQUIREMENTS

Non-Urgent Illnesses / Injuries

- If a child becomes sick or is injured during the course of the school day, the teacher / staff member is to inform Administration and seek an opinion on their overall condition as soon as possible

- Administration is alerted to request for a second opinion by a note from the classroom teacher being sent to the Office. This is delivered via two students (not the ill student) in Years 1 – 3 and one student in Years 4 – 6
- If ill, the student will remain in the School Sick Bay until the child's parents / caregivers have been contacted and arrange to pick up their child
- If the illness or injury is treatable (of a minor nature), the student will return to their respective classroom and is monitored by the classroom teacher. If the child's condition deteriorates, contact will again be made with the Administration
- Where possible, the teacher is to contact the parents / caregivers of the student and inform them of their injury / illness as soon as possible; during DOTT or at recess or lunch. If they are unable to contact, they are to immediately speak to Administration to provide details of symptoms, treatment given and to have them make contact with the child's parents / caregivers
- Use common sense when referring students to the Office

Urgent Illnesses / Injuries

- If a child is identified with a serious illness or injury, they are to be immediately sent to Administration
- Teacher informs Administration of the illness / injury, symptoms and how the illness developed / injury was incurred
- Administration rings parents / caregivers and supervises student in the Sick Bay until parents / caregivers arrive and / or expert medical assistant arrives

Non-Urgent / Urgent Illnesses / Injuries: Follow-Up Actions

- Teachers and/or Staff Members are to record on Integris any illness or injury sustained during the school day by a student under their care and the actions taken (illness defined as high temperatures, nausea / vomiting / respiratory issues, migraine / headaches)
- Should a child be absent from school for a prolonged period, teachers are to make contact with the child's parents / caregivers and arrange for work to be provided at home to assist in keeping the child up to date on all teaching and learning programs. Teachers are also to inform Administration of any prolonged absence

PRINCIPAL'S RESPONSIBILITIES / REQUIREMENTS (and / or DEPUTY PRINCIPAL)

- Organise and review relevant professional development / training for staff in First Aid and Crisis Management
- Ensure that the Policy and Guidelines regarding the duty of care for students is being properly instigated
- Ensure that they, or their designated representative, have made contact with all parents / caregivers whose child falls ill at school or is injured at school to explain what has happened, the actions taken by the school and to have the parent / caregiver come and take their child home or to a medical practitioner if required
- Provide support and assistance to teaching and support staff in the event of student illness and/or injury
- Place an On-Line Incident Report for any injury / illness that requires medical treatment / hospitalisation
- Undertake investigation if injury is sustained at school
- Make all teaching and support staff aware of their roles and responsibilities regarding duty of care with students who have suffered an illness or injury at school
- Ensure copies of this Policy Overview are placed and updated where required in the Staff Information Booklet, Staff Induction and Classroom Policy Files

EFFECTIVE DATE: November 2016

REVIEW DATE: October 2017