SICKNESS AND ACCIDENT POLICY

1. Parents will be responsible for completing emergency and health details on the enrolment form (including past illnesses, allergies, medical practitioner, name and number of an emergency contact other than themselves)
2. Immunisation records must be sighted on enrolment
3. Parents are required to provide the school with a Medical Condition Management Plan if their child has a medical condition. (eg. Anaphylaxis, Diabetes)

Sickness
- Sick children are not to attend school.
- Staff will observe, be aware of and be vigilant to sudden changes in a child’s health status. Staff will look for symptoms such as: fever, vomiting, diarrhoea, headache, irritability, seizures, crying etc.
- Parents will be notified if a child becomes sick and parents will be required to make arrangements for sick children to be collected from school.
- Staff and parents will be made aware of exclusion times for conditions eg. Tummy upsets – 24 hours, chicken pox – 10 days or until sores have healed, measles – one week or until medical certificate is available. In the event of a communicable and infectious disease being contracted the child will be excluded from school for the period required under the Communicable Disease Guidelines (copy available in the office). Also refer to the Health Department Website.
- Parents will be notified of any common infectious disease at the school by a notice posted on the parent notice board and through newsletters.
- Parents are required to notify the teacher immediately of any infectious diseases contracted by their child.
- If a child requires medication to be administered at school:-
  - Parents will be advised to hand medication directly to staff and not place it in child’s bag where it can be easily accessed by children. The medication needs to state the child’s name, name of the medication and required dosage.
  - Medication administered to children by school staff will be recorded and counter signed by another staff member in the medications book located in each room.

- Parents will be notified if their child has been identified as having head lice and be asked to confirm that treatment has commenced before the child returns to school. Information about treatment of head lice is available from the school and at http://www.health.wa.gov.au/docreg/Education/Diseases/Communicable/Parasitic/HPO149headliceFS.pdf
  The parent community will be notified via the whiteboards or note sent home if head lice are going around.
• At least one staff member needs to hold a senior first aid certificate and all staff hold some form of first aid training. Staff renew their training on a rotational basis (one staff member per year).
• If children have food allergies or intolerances parents are required to provide the school with a ‘food plan’ for their child and inform staff if their child experiences adverse affects from eating the identified foods. Children will be encouraged to develop responsibility for becoming self regulating.
• Parents are required to provide the school with a Medical Management Plan if their child has a medical condition eg diabetes, anaphylaxis. This plan will be displayed in prominent places deemed suitable around the school (with parent permission) and all staff will be informed of the condition and appropriate courses of action to be taken.

Accidents
• The aim is prevention and to minimise the impact of any accident.
• First Aid will be administered by a suitably qualified person, in the manner described by the first aid manual.
• If a child is injured at school, the incident will be recorded in the accident/incident book if minor and on an Accident/Incident Report Form if more serious and parents informed of the incident. The Governing Council are informed of any accidents/incidents recorded on the report forms.
• Parents will be responsible for the cost of any ambulance transportation.

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