

Sickness and Accident Policy

Introduction

Child Side School's aim is to prevent and minimise the impact of sickness and any accident that occurs within the school environment.

Scope and Application

This policy applies to all employees, parents, children and community members of Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

Related Legislation/Guidelines

- Work Health & Safety Act (2020)

Related Policies

- Asthma Care Policy
- Care and Use of Animals Policy and Procedure
- Critical Incident and Crisis Management Policy
- Code of Conduct Policy
- Duty of Care Policy
- Parent Code of Conduct Policy
- Emergency Management Policy
- Employee Injury Management Policy
- Excursions Procedure and Guidelines
- Guiding Children's Behaviour Policy
- Nutrition, Health and Hygiene Policy
- Playground Supervision Policy
- Protective Behaviours Curriculum Policy
- Use of Kitchens Procedure
- Risk Management Policy
- School Incursions Procedure
- Snake Safety Plan
- Staff Code of Conduct Policy
- Volunteers Policy and Guidelines for Engaging Volunteers
- Work Health & Safety Policy

Related Documents

- Procedure for Sickness and Accident Management
- Accident/Incident Report Form

Policy Statement

Child Side School's attached Procedure for Sickness and Accident Management is to be followed in order to prevent and minimise the impact of sickness and any accident or incident that may occur within the school environment.

Staff are required to complete the **HLTAID004 Provide an emergency first aid response in an education and care setting** training and to re-train every three years.

Parents are required to supply comprehensive emergency and health details on the enrolment form and provide any medical condition management plans and immunisation records at the time of enrolment. Parents are also required to sign consent on the enrolment form to have their child's temperature tested via a non-contact temperature testing device if the child displays signs or symptoms of being unwell.

The school will record the details of any injuries and incidents in the accident/incident book in the classroom 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. These forms are kept confidential and stored in a locked cabinet in the administration office.

Appendices

Appendix 1	Procedure for Sickness and Accident Management
Appendix 2	Accident/Incident Report Form

Version Management

[illegible]

Procedure for Sickness and Accident Management

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) as well signing consent for non-contact temperature testing.
2	Immunisation records must be sighted on enrolment and the Immunisation History Statement may not be more than 2 months old
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 or has an abnormal result (normal temperature for children is between 36.4 Celsius – 37.5 Celsius. A high temperature or fever is usually considered to be a temperature of 38 or above) from a non-contact temperature test. 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.

- Parents are required to write the child's name, name of the medicine and what is being treated, when it is to be administered and how much in their child's class medicine book.
 - Educators are required to sign under the parents notes when the medication is administered and have it counter signed by another staff member.
 - If any older children need to self-medicate due to a medical condition, parents are required to submit a written plan to the Co-Principals.
- 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.
 - Parents are to provide personal epi-pens, medication, Ventolin and spacers for children if required as part of medical management plan.
 - Parents are required to inform the school of child allergies through the enrolment form, especially to bees, and all staff are informed so that appropriate first aid can be applied promptly.
 - 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.
 - Staff are required to complete the following first aid training. **HLTAID004 Provide an emergency first aid response in an education and care setting.** Re-training is required every three years. Staff will have refresher training in using an epi-pen, managing asthma and applying first aid to bee stings annually during staff dialogue sessions.
 - 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.

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 recommended in the first aid training. Each class contains a first aid kit and Excursion first aid kit and kits are updated regularly.
- If a child is injured at school, the incident will be recorded in the accident/incident book in the classroom if minor and on an Accident/Incident Report Form – (Appendix 1) (located in the lock-up cabinet in the office) 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.

ACCIDENT/INCIDENT REPORT FORM

Personal Details:

Name: _____

Occupation: _____

Date of Report: _____

Accident/Incident Details:

Date: _____ Time: _____

Location: _____ Witness: _____

Reported to Whom: _____

Full accident/incident details: (what happened or what could have happened in case of a near miss)

Injury – Nature of injury: (burn, concussion, bone break, fracture, dislocation etc)

Location of injury: (head, face, eye, leg etc)

Results of injury

Lost time injury Y / N No. Of days _____ Worker's Compensation Y / N

Treatment received: (circle) First aid Doctor Hospital

Damage to equipment/buildings etc

What was damaged? _____

Extent of damage _____

Contributing factors (if any)

Corrective Actions

Immediate Actions _____

What controls have been put in place to prevent this from happening again?

Who is to implement these controls/corrective actions?

Date by which action is to be taken: _____

Actions Completed:_____Date:_____Signed:_____

Signatures:

Senior Educator: _____

Administrator: _____

OSH Rep: _____

Chair of GC: _____