



ST. PATRICK'S PRIMARY SCHOOL

SUNSMART POLICY

Rationale

Over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection, and protected from over exposure to the sun whilst at school.

This policy has been developed with advice/reference to the Cancer Council of Victoria.

Aims

- To educate students as to suitable sun smart protection strategies.
- To encourage children and teachers to protect themselves from the harmful effects of the sun.

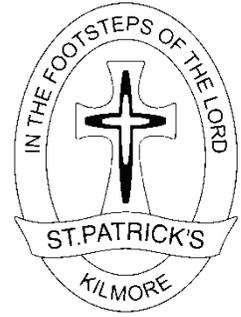
Implementation

- This policy is implemented from the beginning of September until the end of April when UV index levels reach 3 and above.
 - o No hat = No outdoor play
 - o No hat on excursion days – no attendance
- Children are encouraged to play in shaded areas. The availability of shaded areas will be considered when planning outdoor activities and excursions
- Parents must supply a legionnaire or broad brimmed hat for their child from the start of September to the end of April
- Appropriate sun protection clothing is to be considered in the school uniform/dress code.
- Children are encouraged to wear appropriate clothing (covering as much skin as possible) for outdoors
- Children who do not have appropriate clothing or hats are required to play in shaded area only
- Parents are responsible for supplying 30+ sunscreen for their children.

- Children will be encouraged to reapply sunscreen themselves
- Staff will be positive role models by wearing appropriate hats, sunglasses and clothing outdoors, applying sunscreen regularly and seeking shade whenever possible
- The school, when conducting outdoor activities will take particular care between 10am - 2.00 pm (11am-3pm daylight savings time) when UV index levels reach their peak
- Occupational Health and Safety policies indicate that 35 to 40 degrees Celsius is considered to be the “limit of high temperature tolerance” for most people. This would certainly apply for an effective learning environment. A Hot Day timetable will operate if the temperature reaches 35 or more.
- Staff will ensure that the Sun Smart policy is reflected in the planning of all outdoor activities

Evaluation

This policy will be reviewed as part of the school’s three-year review cycle.



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MEDICATION POLICY

Rationale:

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

Aims:

To ensure the medications are administered appropriately to students in our care.

Implementation:

- Children who are unwell should not attend school.
- A Deputy Principal will be responsible for the implementation of the medication policy.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff, unless accompanied by written (verbal) request of the parents/care-giver.
- All parent requests to administer prescribed medications to their child must be in writing and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medication bottle or container should provide this information).
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the sick bay or sick bay refrigerator, whichever is most appropriate.
- Classroom teachers will be informed of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they

may visit the Sick Bay and receive their medications from the staff member in charge of medication.

- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded on the student's First Aid card
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.
- Students who have a medical condition or illness will have an individual medical management plan written and completed by the parent/care-giver in consultation with their medical examiner and include:
 - The usual medical treatment needed by the students at school/school activities
 - The medical treatment and action needed if the student's condition deteriorates.
 - The name, address and telephone numbers for an emergency contact and the student's doctor.
 - The medical management plan will be kept with the student's records and a copy kept in the first-aid room and a copy will be distributed to the relevant class teacher at the commencement of each school year.
 - The class teacher will meet with the parent/care-giver at the commencement of the year to revise the medical management plan.
 - Staff will be made aware at staff meetings of students who have individual medication management plans.
 - Individual medication management plans will be kept by class teachers in the front of their role for Casual Relief Teacher's information.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.