

FIRST AID POLICY**RATIONALE**

The health, safety and welfare of all staff and students at St Patrick's are of the utmost importance. Priority is given to the provision of adequate first aid facilities and first aid treatment for all.

IMPLEMENTATION**SHORT TERM PRESCRIBED MEDICATION**

Where a child is fit to be at school but needs to complete a course of medication as prescribed by his/her doctor

Parental responsibilities:

- Parents should not send children to school with a high temperature or other symptoms such as vomiting, diarrhoea, rashes. Excessive coughing and/or flu symptoms, or any symptoms that could be contagious.
- If a child is considered well enough to be at school but still requires medications, parents are required to time such medications so that it can be administered in the home.
- If the above is not possible, parents must accept full responsibility in delegating the administration of medication to the school.
- Parents are required to request the administration of medication to their child on the relevant form provided at the school office. The form must be signed, dated and must state time medication is to be administered and dosage requirements.
- Medication is to be provided in the original container, which is clearly marked with the child's names, name of drug, dosage and frequency for the administration of medication and the prescribing doctor's name. The appropriate equipment to administer the medication should also be supplied by the parents.

LONG TERM PRESCRIBED MEDICATION

Where a child has an ongoing medical condition which requires that essential medication, prescribed by a doctor, be taken during school hours

Parental responsibilities

- Parents are to complete the required form, requesting that the child be administered medication at specific times during the school day. The form must be signed, dated and dosage prescribed written. A new form is to be completed at the beginning of each year.
- Parents are to send the medication to school in the original container, which is clearly marked with the child's name, name of drug, dosage and frequency of administration and the prescribing doctor's name.
- Parents are to advise the school, in writing, of any change to the medication.

ANAPHYLAXIS (EPIPEN/ADRENALINE) AUTO INJECTORS

Where a child has a severe allergic condition which may require the emergency administration of injection

Parental responsibilities

- Parents are to obtain forms from the school office and return details of treatment to the office.
- Parents are to provide an Emergency Action Plan which has been negotiated with the prescribing doctor.
- Parents are to provide, annually, a current photograph of the child with updated information to be used on the school Emergency Action Plan.
- Parents are to ensure EpiPen is updated on a regular basis – before the use-by-date.
- Parents are to notify the school, in writing, of any changes in medication and/or condition of the child.

NON-PRESCRIPTION MEDICATION

- Delegated persons in the school office may administer non-prescription medication (Panadol) to children if the parents/guardians have given permission in writing on the relevant form.

SCHOOL RESPONSIBILITIES

- The person/s administering medication are to be designated by the Principal and provided with appropriate training.
- All medication (with the exception of EpiPen injector) is to be kept in a locked cabinet in the school office.
- Details of medication administered are to be recorded with Date, Time, Child's Name, Child's Class, Name of Medication, Dosage and Initials of the person administering in the Medical Register. The Medical Register is kept at all times in the school office.
- Students are supervised while taking medication.
- Delegated staff are to ensure students attend at the appropriate medication time.
- The school provides support structures for Emergency Action Plans for students with severe allergic conditions e.g. Asthma, Epilepsy, Diabetes.
- All staff must be aware of the Emergency Action Plans for students with severe allergic conditions, as in above point.
- Originals of all parent and/or doctor authority forms are kept on file in the school office and copies placed in the student's files.

FIRST AID PROCEDURES

Sick during school hours

- Teacher sends child to office with another child, after notifying office staff that the child is on the way.
- Child is administered medication as requested, if appropriate form has been completed by parents.
- All medication administered will be recorded in the Dispensing Medication Record Book.
- Office staff phone parent or emergency contact if child is sick and parent is not available.
- Permission to Leave School Form is completed by adult taking child home. No adults other than those on the form may take the child home without permission from the parent (in writing, or by phone message).

Accident on the playground

- Teachers are responsible for having the Duty Bag with them while on duty in the playground areas.
- In the case of minor injuries, children must approach a teacher on duty and be given a First Aid card (GREEN) before they are able to go to the office for assistance.
- In the case of a serious accident, the RED card in the Duty Bag will be taken to the office by two children, and the delegated person/s with current First Aid qualifications will provide assistance.
- Parents/Guardians of child injured will be contacted by phone, (or Emergency Contact if parents/guardians cannot be reached).
- An ambulance will be called if parents/guardians cannot be contacted and the situation warrants one. The Assistant Principal/Principal will accompany the injured child to the hospital if the parent/guardian is not available.
- Teacher/s on duty will complete the Accident Report which will be sent to Catholic Churches Insurance. Witnesses will be interviewed and their input recorded.

GRIEVANCE PROCEDURES

RATIONALE

The resolution of conflict between schools and their communities is vital to the well being and success of students. At St Patrick's we respect the right of any member of the school community who has a grievance to be treated with respect, given information and guidance on how to appropriately resolve the issue and to be supported in their actions to do so. Open criticism of any parties in a dispute does not support children's education as it undermines trust and confidence.

Confidentiality is essential in the grievance process and may be a legal requirement. The good reputation of all parties, including the school, must never be destroyed or damaged.

PROCEDURES

PARENTS:

Complaints or grievances pertaining to classroom issues or other children are to be dealt with by school personnel.

It is not appropriate for parents to approach other parents or their children with the intention of resolving the issues.

The recommended procedure to be followed by a parent is:

1. The first point of contact is to speak to the child's class teacher. Parents should contact the school office to make an appointment with the teacher concerned.
2. If parents are not satisfied with the solutions offered or believe that they have not been given a fair hearing, they are encouraged to make an appointment with the Assistant Principal or Principal to discuss the issues further.
3. If the matter is not resolved by the Assistant Principal or the Principal, parents will be given a phone number to contact the Catholic Education Office.

Parents are reminded that there are two sides to every story and whilst it is important to listen to their children, it is also important not to draw conclusions or make accusations until all the facts are known.

STUDENTS

The recommended procedure for students is:

1. If a problem arises in the classroom, students should speak to the class teacher and ask his/her support in finding a resolution.
2. Students encountering problems on the playground should speak to the duty teacher at the time of the incident. If they believe that their concern has not been adequately addressed they are encouraged to speak to the class teacher.
3. Students have the right at all times to speak to the Principal or other staff member about issues, complaints or grievances they might have.

HOMework POLICY

RATIONALE

Homework is given at St Patrick's School because:

- It is a link between home and school, enabling parents to become involved in their children's learning.
- It can be a way of reinforcing and consolidating a new concept that has been taught.
- It can help the child to develop good independent study habits.

GUIDELINES

1. Teachers set their own format for homework. This may be a regular pattern for the night or a weekly contract. Parents will be notified of the format and of the teacher's expectations at the Parent /Teacher meeting each year.

2. Homework given must always be in keeping with the ability of the child and due allowance made for home conditions. Parents are encouraged to support their children with their homework while not making unrealistic demands on them. Homework is to be done by the child not the parent. Teachers will be responsible for reviewing each child's homework.

3. Completion of homework is always encouraged, but we acknowledge that family matters need to take priority and tiredness can be an issue. Teachers will always accept a parent's decision and a simple note will assure them that the decision was the parent's. However, independent learning skills are essential for High School and parents are encouraged to make sure that time is regularly set aside for homework so that these skills can be developed.

RECOMMENDED TIMES FOR HOMEWORK:

Kindergarten	10 – 15 minutes
Year 1	10 – 15 minutes
Year 2	15 – 20 minutes
Years 3/4	20 – 30 minutes
Years 5/6	30 – 45 minutes

All children are expected to read every night.

Weekend Homework: No formal homework will be given. However, children in Years 5/6 may be required to complete projects or research information for assignments.