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Student Care and Health Policy

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Purpose

This Student Care and Health Policy outlines our commitment to providing comprehensive care, including first aid to all day students as well as those students in the boarding residence.

Monivae College has a moral and legal responsibility to help provide all reasonable first aid and infection control practices to maximise the health, safety and wellbeing of all students, staff, volunteers and visitors.

To ensure that we can meet our legislative, moral obligations and demonstrate their duty of care, this policy outlines the specific obligations, responsibilities, strategies and actions to help prevent or control the transmission of infectious diseases and to provide first aid.

Primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities, however, Monivae College will provide basic first aid treatment and infection control measures.

This policy must be read in conjunction with Student Care and Health Procedure.

Scope

This Policy encompasses all aspects of student well-being and health, ensuring a comprehensive framework of support for students across various settings, including those in boarding and inclusive of on-site and off-site activities.

This policy applies to all students enrolled at Monivae College irrespective of their mode of attendance, including:

- Day students attending classes on-site during regular school hours.
- Boarding students residing on-site within school boarding facilities.
- Off-site students participating in school-sponsored activities, excursions, or events.

This Policy covers some key areas including:

Physical Health

- Provision of access to medical care, first aid services, and health resources for all students, regardless of their location.
- Implementation of preventive measures and health promotion activities to foster physical well-being.

Mental Health and Emotional Support

- Availability of counselling services, mental health resources, and peer support networks to address the emotional needs of students.

- Promotion of mental health literacy, resilience-building, and stigma reduction efforts.

Academic Support

- Provision of academic support services to assist students in achieving their educational goals, including tutoring, study skills development, and accommodations for students with learning needs.
- Collaboration with teaching staff to ensure continuity of learning and academic progress for all students.

Boarding Residence Requirements

- Establishment of health and safety standards for boarding facilities, including cleanliness, maintenance, and accessibility.
- Implementation of supervision protocols, support services, and health promotion initiatives within boarding premises.
- Collaboration with external healthcare providers and agencies to address the medical needs of boarding students.

Off-site Activities and Excursions

- Adoption of risk management strategies and safety protocols to ensure the well-being of students participating in off-site activities.
- Provision of necessary resources, emergency contacts, and communication channels to support students during off-site excursions.

Legislative Context

Education and Training Reform Act 2006 Section 4.3.1(6) (c)
 Education and Care Services National Law Act 2010 (CTH)
 Education and Care Services National Regulations 2011 (CTH)
 Public Health and Wellbeing Act 2008
 Public Health and Wellbeing Regulations 2009
 Disability Discrimination Act 1992 (CTH)
 Disability Standards for Education 2005 (CTH)
 Victorian Registration and Qualification Authority (VRQA)
 Occupational Health and Safety Act 2004 (VIC)
 WorkSafe Victoria First Aid in the workplace Code of Compliance
 First Aid in the Workplace Compliance Code 2008 (Vic)
 Department of Education and Early Childhood Development

Definitions

Term	Definition
First Aid	basic medical treatment that is given to someone as soon as possible after they have been injured or become ill. They may require further treatment from a medical or health specialist
Minor Injury	(in relation to treating students in the yard or classroom) includes minor scratches and cuts that require minimum and quick treatment such as clean and/or application of band-aid.
Serious Injury	an injury that requires additional medical assistance of an external provider to first aid

Policy Statement

Monivae College provides effective procedures and professional learning and training in the management of first aid, caring of ill students and the administration of medicines. The College also sets out procedures for management in a number of specific documents including the Student Care and Health Procedure and the Medications Policy.

Monivae College ensures adequate strategies and action are in place to:

- preserve life, monitor wellbeing and provide healthcare support consistent with the level of urgency

required; and to escalate support to emergency services where there is any uncertainty or unmanageable deterioration;

- minimise the risk of exposure to infectious materials, including body fluid/substances, through the provision and use of standard precautions when assisting ill or injured people;
- ensure that all contaminated waste is handled and disposed of correctly;
- abide by legislated requirements for school exclusion and infectious disease notification;
- ensure processes are in place to support immunisation and vaccination programs for staff, volunteer parents and students each year and to maintain records;
- prevent, contain and eliminate the transmission of infectious disease as far as practicable by promoting school health and wellbeing initiatives (e.g. immunisation programs);
- ensure processes are in place to isolate, contact trace and arrange for the collection of students and staff who are unwell and potentially infectious while at school/work; and
- protect the privacy and dignity of students and staff with an infectious disease

Responsibilities

Parents/Carers

Parents/Carers are responsible for:

- informing the principal (or nominee) of any known medical conditions or infectious diseases that the students has
- providing the principal (or nominee) with appropriate medical information (including immunisation records and action plans) where injuries, illnesses or diseases require specific interventions
- providing updates to the school on any changes in student medical conditions and/or required treatments; and
- informing the principal (or nominee) as soon as practicable if their child is infected with any of the diseases listed in the school exclusion table.

All Employees

All School employees are responsible for:

- being familiar with the relevant policies and procedures
- providing first aid treatment, within the limits of their skill, expertise, training and responsibilities
- following infection prevention and control strategies within the limits of their skill, expertise, training and responsibilities

School Principal

Principals will be responsible for:

- completing an Annual First Aid Risk Assessment of the school's first aid requirements. This assessment includes:
 - planning for the reasonable first aid needs onsite or during approved offsite activities
 - ensuring there is sufficient suitably trained and qualified first aid staff
 - auditing the school environment for any potential hazards
 - Reviewing of all first aid and infection prevention/control data
 - Reviewing all infection prevention and control strategies and actions
 - Facilitating immunisation programs
 - Encouraging staff, parent volunteer and students participation in immunisation programs
- ensuring staff are trained in accordance with relevant legislation; and
- ensuring students attend the school in accordance with the Public Health and Wellbeing Regulations 2019 and impose exclusions where the regulations require.

First Aid Officers

The First Aid Officer will be responsible for:

- ensuring that all medical Action Plans for students with specific medical needs (e.g. asthma, anaphylaxis, diabetes, epilepsy etc.) are kept up to date and easily accessible to staff
- regularly audit first aid kits, equipment and facilities
- ensuring '000' is promptly called in an Emergency, when required
- providing first aid support commensurate with competency and training. This includes basic
 - emergency life support such as:

- performing CPR
- administering Ventolin or an EpiPen
- managing severe bleeding or providing basic wound care; or
- splinting fractures or icing soft tissue sprains and strains
- conducting the Annual First Aid Risk Assessment with the principal to identify the first aid training and resource needs of the school for all onsite and offsite activities
- implementing all risk control measures identified in the Annual First Aid Risk Assessment
- determining the need for and location of all first aid signage according to Australian Standards
- maintaining a first aid register for all treatments and interventions administered/provided to a student or staff member
- recording staff related incidents in the electronic incident management system
- providing/arranging for all first aid and infection control training for school employees
- escalating medical emergencies to “000”; and
- providing or arranging for all appropriate immunisation programs to be delivered to staff, volunteer parents and students.

Principles

- Monivae College has a duty of care to administer first aid to students when in need in a competent and timely manner.
- It is important for student learning and wellbeing that parents communicate student health problems to staff when considered necessary and in accordance with privacy requirements.
- The school does not administer any form of medication unless the medication is provided by the parent and has appropriate documentation outlining the dosage and times or circumstances
- The first aid rooms and associated kits will have appropriate first aid supplies and facilities to cater for the administering of first aid, student medications and the short term caring for members of the school community who are ill.
- Staff are provided relevant training in first aid and specific medical conditions as required by legislation and school context.

Supporting Documents

- Student Care and Health Procedure

Responsibility

- The Board Directors (*as the Approval Authority*) are responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s
- The Director of Students (*as the Policy Sponsor*) is responsible for maintaining the content of this policy as delegated by the above title.
- The Compliance and Risk Manager is responsible for the administration support for the maintenance of this policy as directed by the above title.

Promulgation

The Student Care and Health Policy will be communicated throughout the School community in the form of:

1. Policies section of the Monivae website to alert the School-wide community of the approved Policy;
2. distribution of e-mails to all staff.

Implementation

The Student Care and Health Policy will be implemented throughout the School via:

1. Policies section of SIMON knowledge banks to alert the School-wide community of the approved Policy;

2. Staff briefing sessions
3. Training sessions