

# Health, Allergy & Sun Care Guidelines



**Beaumaris**  
Primary School



# Contents

<b>Health Care Guidelines</b>	<b>3</b>
<b>Rationale</b>	<b>3</b>
<b>Procedures</b>	<b>3 - 4</b>
<b>Managing Specific Health Issues</b>	<b>5</b>
<b>Communicable Disease Management</b>	<b>5 - 6</b>
<b>Anaphylaxis Guidelines</b>	<b>7</b>
<b>Rationale</b>	<b>7</b>
<b>Purpose</b>	<b>7</b>
<b>Roles &amp; Responsibilities</b>	<b>7 - 8</b>
<b>Birthdays and Celebrations</b>	<b>8</b>
<b>Sun Care Guidelines</b>	<b>9</b>
<b>Rationale</b>	<b>9</b>
<b>Our Commitment</b>	<b>9</b>
<b>Our Expectations</b>	<b>10</b>

# Health Care Guidelines

## Rationale

Beaumaris Primary School promotes student health, manages student health care needs and identifies and minimises health risks, within the context of the school's resources and the assistance available from specialist services. The provision of health care is necessary to promote and maintain the health and wellbeing of all students.

Health care provision includes:

Promoting the health, safety, and welfare of all students.

- Managing the health care needs of students who require health care support while under the school's supervision.
- Informing and preparing staff to manage student health care needs and respond to health emergencies.
- Providing staff with access to advice, resources and training when planning to meet health care needs of students.

The School Health Care Guidelines will be consistent with the Department of Education:

<https://www.education.wa.edu.au/web/policies/-/student-health-care-in-public-schools-policy>

## Procedures

### Identifying student health care needs

At enrolment, the principal or their nominee will:

- Provide parents with the **Student Health Care Summary** form to complete.
- Request parents to provide a record of their child's immunisation history.

### Managing student health care

For students whose health care can be managed with the resources available within the school, the school will:

- Request parents to complete the Department of Education health care plans.
- Advise staff of their student health responsibilities.
- Arrange training for staff on the needs of the students.
- Implement student health care plans.

### Managing student health care records

School administration will:

- Maintain student health records in accordance with the Department of Education Records Management.

- Upload information from medical records and health care plans into the medical details section of SIS.
- Retain signed, hard copies of all documentation on the student's school file.
- Review all student health care records annually or when the student's health needs change.
- Manage confidentiality of student health care information.

## **Medical emergencies**

Principals will develop plans for medical emergencies, which includes processes to verify that if the principal is not present, they are informed of all emergencies.

In a medical emergency, principals will:

- Organise medical attention for the student.
- Make appropriate transport arrangements if required.
- Inform parents as soon as possible of actions taken.
- Promptly record all actions taken.
- Complete an online incident notification report if required.
- Arrange a review of the event and debriefing and support for staff/students if required.

In a medical emergency, students may need to be transported to access medical assistance. The transport arrangements should take into account the nature of the emergency and local circumstances such as the availability of an ambulance service. Where available in a reasonable timeframe, an ambulance should be used in a serious medical emergency. If an ambulance is not available, the principal or their nominee should:

- Seek advice from the ambulance or medical service prior to providing transport in a private vehicle.
- Subject to this advice, arrange for a staff member to transport the student to a health service or medical practitioner.
- Whenever possible, arrange for two people to travel with the student, one to drive and the other to monitor the health of the student.

## **Administration of medication**

Principals or their nominees will:

- Request parents to provide relevant information regarding long-term administration of medication in the student's health care plan or complete the relevant form for short-term administration of medication.
- Maintain a record of all medication administered at school.
- Store all medication appropriately.

## Managing Specific Health Issues

### Student Immunisation

Principals or their nominees will:

- Collect and record information on specified vaccine preventable disease on SIS.
- Provide the information regarding the immunisation record of any student to the Department of Health on request.

### Prevention of Infection

Beaumaris Primary School has developed and implemented school procedures and practices to promote effective hygiene to help reduce the spread of infection. We provide the provision of products and facilities for effective hand washing.

## Communicable Disease Management

If a student or staff member has a communicable disease, the principal will undertake action in accordance with the advice provided by the Department of Health in managing the communicable disease.

### HEAD LICE (PEDICULOSIS)

Identification of children with head lice is essential to prevent person-to-person spread of head lice. Head lice are spread from direct head-to-head contact with another person who has head lice. They are unable to jump or fly.

### Exclusion

A principal may exclude a child with head lice from school until treatment has commenced. Students must be treated with sensitivity if head lice are found. The Department of Health advises that students do not necessarily need to be excluded from class activities until the end of the school day. Students may be given tasks which do not involve close group work and remain at school for the remainder of the day. The principal, however, does have authority to exercise discretion and withdraw a student from school programs at any time.

### Examining Students' Heads for Head Lice

The principal of a school may authorise a member of the leadership team and/or another staff member at the school to examine the head of any student for the purpose of ascertaining whether head lice are present. Community Health staff (school nurses) are also authorised to undertake examinations.

## **Responding to an Outbreak of Head Lice**

If head lice are found, then the parents of all students in the class will be informed and requested to examine and treat their children if required. Parents must be advised that head lice elimination requires at least 10 days of follow up treatment with daily removal of head lice. The Department of Health advises that a few remaining eggs are not a reason for continued exclusion. However, parents should be advised that treatment must continue until all eggs and hatchlings have been removed.

# Anaphylaxis Guidelines

**Anaphylaxis is a severe, allergic reaction which can be life threatening. It must be treated as a medical emergency requiring an immediate response.**

## Rationale

The Anaphylaxis Guidelines is designed to reduce the risk of inadvertent exposure as far as practicable; it is never possible to achieve a completely allergen-free environment that is open to the general community. Beaumaris strives to be an 'Allergy Aware' school. Beaumaris continues to be proactive to reduce risks. Staff need to be aware that it is possible a student may have their first allergic reaction at school. The school adopts a range of risk minimisation strategies to reduce the risk of exposure to known allergens.

## Purpose

To provide a safe environment for students with allergies to nuts, Beaumaris PS aims to:

- Provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of their schooling.
- Engage with parents/guardians of each student at risk of anaphylaxis in assessing risks and developing risk minimisation strategies for the student.
- Ensure that staff have knowledge about allergies, anaphylaxis and the school's guidelines and procedures in responding to anaphylactic reaction.

## Roles and Responsibilities

Parents/guardians of the student at risk of anaphylaxis:

- Involve parents in the process.
- Ensure parents are aware it is their responsibility to provide and replace medication and equipment as required by use by dates.
- Students to have their own medical box in the first aid room.
- Inform parents that students' information is displayed in the medical room, child's room and on Compass.
- Liaise with parents well in advance of any off-site activities (e.g. excursions, camps etc.) as well as any incursions or special class activities (e.g. cooking lessons) so that they can provide suitable food.

## Principal or their nominee

- Has overall responsibility for implementing strategies and processes for ensuring a safe and supportive environment for the student at risk of anaphylaxis.
- The principal should actively seek information to identify a student with severe life-threatening allergies at enrolment.
- Meet with parents/guardians to develop an Individual Anaphylaxis Health Care Plan for the student.
- Ensure each child has the appropriate ID PATCH sewn onto their clothing.



ANAPHYLACTIC



DIABETIC



EPILEPTIC



ASTHMATIC

Staff responsible for the care of the student at risk of anaphylaxis:

- Training will be provided to these staff as soon as practicable after the student enrolls.
- Teacher relief and casual staff will be informed if they are caring for a student at risk of anaphylaxis and their role in responding to an anaphylactic reaction.

## Birthdays and Celebrations

Given the multi-cultural nature of the Beaumaris community and cakes being a point of celebration across many cultures, the school allows the sharing of cakes for celebrations.

Cake for other students is to be in individual portions in the form of cupcakes and handed to eligible students at the end of the school day on the final siren.

The ingredients should be listed and available to parents on request. Bought cupcakes usually have these ingredients listed on the nutrition panel.

Children with severe allergies may not participate in consuming cake made by other families due to the inherent risks involved. Other arrangements will be made to enable participation in the celebration or activity concerned. This will be discussed with the student's family.

The school strongly discourages the distribution of lollies and chocolate to students, as per Education Department Policy



# Sun Care Guidelines

## Rationale

Australia has the highest rate of skin cancer in the world. Overexposure to the sun during childhood and adolescence is an important contributing factor to the development of skin cancer later in life. As students are at school during times of peak ultraviolet (UV) radiation, schools can play a major role in creating a supportive environment that minimises exposure and encourages sun protective behaviours.

Beaumaris Primary School is a registered SunSmart School. The sun protection practices outlined in this guideline will be applied to all school activities, including sports carnivals, excursions and camps. The guidelines have been developed in consultation with the whole school community.

## Our Commitment

*Beaumaris will:*

- Inform parents of this sun protection policy when they enrol their child/children.
- Brief all new staff on the sun protection policy.
- Promote sun protection via newsletters, assemblies, daily messages, whole school activities, and parent and staff meetings.
- Require students to wear broad-brimmed, bucket hats when outside.
- Direct students without a broad-brimmed, bucket hat to stay in an area that is protected from the sun.
- Require staff to wear broad-brimmed, legionnaire or bucket hat for all outdoor activities, including yard duty.
- Encourage parents and guests to wear broad-brimmed, legionnaire or bucket style hats when participating in and attending outdoor school activities.
- Require students to wear broad-brimmed or bucket hats, sun protective clothing and sunscreen for all camps, sports and excursions. These items will be listed on the parent permission form.
- Require staff and students to wear a swim (*rash*) top for swimming (this may not be appropriate during competitive swimming).
- Ensure there is adequate provision of shade within the school grounds for students and staff, by planting trees and building shade structures. Particularly in areas where students congregate, for example, lunch, undercover area, outdoor lesson areas.
- Encourage staff and students to use shaded or covered areas when outside.
  
- Ensure that adequate shade is provided at sporting carnivals and outdoor events.
- Timetable as many outdoor activities as possible - including assemblies, sport and physical education – when the UV Index is below 3. When this is not possible activities should be scheduled as far from 12 noon as possible.
- SPF 30+ sunscreen is available for students and staff whenever they go outside.
- Incorporate sun protection and skin cancer awareness programs into the appropriate Key Learning Areas of the school curriculum.

## Our Expectations

*Parents/carers will:*

- Ensure your child/children has a broad-brimmed or bucket style hat.

Cancer Council WA recommends the following hats:

- broad-brimmed (7.5 cm brim)
  - bucket/surfie-style (6 cm brim)
- ] School Approved Hat

- Ensure that your child/children's clothing provides adequate protection from UV radiation.

Cancer Council WA recommends the following:

- collars and sleeves
  - closely woven fabric
  - natural fibre
  - swim (rash) tops for swimming
- Ensure that your child/children has/have access to SPF 30+ or higher broad-spectrum, water-resistant sunscreen before leaving for school.
  - Act as positive role models by practising SunSmart behaviour.
  - Support the school's sun protection guidelines and help design and regularly update the guidelines.

*Students will:*

- Be aware of the school's sun protection guidelines.
- Take responsibility for their health by being SunSmart.
- Comply with SunSmart rules and guidelines by wearing suitable hats and clothing.
- SPF30+ or higher broad-spectrum, water-resistant sunscreen is available to students and staff.
- Use shaded or covered areas outdoors.
- Act as positive role models for other students in all aspects of SunSmart behaviour.
- Be actively involved in initiatives to protect the school community from over-exposure to the sun.
- Help design and regularly update the SunSmart policy.
- Participate in SunSmart education programs.