



## Executive Summary

Newstead Christian School, its Principal and its staff owe a duty to take care of students while they are involved in School activities or are present for the purposes of a School activity.

This duty of care is non-delegable meaning that it cannot be assigned to another party.

This duty of care requires taking reasonable measures, regarding all the circumstances, to protect students from risks of harm and injury that should have been reasonably foreseen.

It also extends to taking reasonable care that any student (and other person) on the School premises will not be injured or damaged by reason of the state of the premises or of things done, or omitted to be done, in relation to the premises.

The standard of care required is that of a “reasonable” teacher. This means that the duty of care owed is the duty one would expect from a hypothetical teacher with normal skills and attributes exercising their professional judgment.

The individual circumstances of students, such as age, medical conditions and behavioural characteristics will determine what constitutes reasonable care.

At Newstead Christian School we manage student safety through a combination of policies, staff learning, assurance and management reporting.

The School has also established our Work Health and Safety (WHS) Program that is designed to create a work safe culture for staff and a safe environment for students, volunteers, contractors and visitors.

## General Principles

This section of our Student Duty of Care Module includes:

- [Student Duty of Care Summary Policy](#)

- [Recording Student Incidents](#)
- [Identifying Student Safety Hazards](#)

## Student Duty of Care Summary Policy

<b>Background</b>	<p>Duty of care is a legal concept that has its origins in the common law principle of negligence. Student duty of care not only underpins, but to a large extent drives, many of the School's policies and practices.</p> <p>This Policy explains in plain English:</p> <ul style="list-style-type: none"><li>• what "duty of care" owed to students means</li><li>• the impact of civil liability laws</li><li>• how teaching staff may discharge their duty of care to students</li><li>• the circumstances in which non-teaching staff, external providers and volunteers may owe students a duty of care.</li></ul>
<b>Duty of Care Owed to Students</b>	<p>Newstead Christian School and its teachers owe a duty to take care of students whilst they are involved in School activities, or are present for the purposes of a School activity. This duty of care is non-delegable.</p> <p>The duty is to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken.</p> <p>The standard of care required is that of a 'reasonable' teacher. This means that the duty of care owed is the duty one would expect from a hypothetical teacher with normal skills and attributes exercising their professional judgement. The duty owed to students is not an absolute duty to ensure that no harm will</p>

ever occur, but a duty to take reasonable care to avoid harm being suffered.

Individual circumstances will determine what constitutes reasonable care. The following issues may be considered in assessing the reasonableness of the level of care in any particular circumstance:

- the student's age, experience and capabilities – younger students require more care than mature students
- physical and intellectual impairment – students with disabilities are exposed to higher levels of risk of injury than students without a disability
- medical condition – special care must be taken to protect students with known, or ought to be known, medical conditions which expose them to a higher risk of injury (e.g. asthma or epilepsy)
- behavioural characteristics – the level of care is increased where students are known to behave in a manner that increases the risk of injury
- the nature of hazards present – increased care is required if the School activity has an inherently high level of risk of injury or the activity takes place in a hazardous environment
- any conflicting responsibilities the School or teacher may have
- normal practices and procedures within the School.

These factors should be taken into account when planning student activities.

## **Civil Liability Laws**

The Federal and state/territory governments have enacted civil liability laws that apply in relation to claims for damages resulting from negligence.

These laws limit liability in certain circumstances including, in broad terms:

	<ul style="list-style-type: none"> <li>• the School does not owe a duty of care to warn of an “obvious risk”</li> <li>• the School will not be liable for harm suffered as a result of the materialisation of an “inherent risk”.</li> </ul> <p>The existence of civil liability laws means that issues of liability for student care claims in Australia will ultimately be determined by a complex mixture of legislation and common law (judges’ decisions).</p>
<p><b>Discharging Duty of Care Responsibilities: Our Risk-Based Approach</b></p>	<p>In discharging duty of care responsibilities, the School and teaching staff must exercise professional judgment to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students' independence and maximising learning opportunities.</p> <p>To assist in the discharge of our safety responsibilities, we have developed the Work Health and Safety Program through which we identify potential safety hazards and analyse them in terms of the likelihood of an event occurring, and the potential consequences if the event were to occur. A similar risk-based approach is taken with respect to Student Duty of Care, with the definitions of likelihood and consequences together with the Risk Matrix used in our WHS Program, for the purpose of assessing student safety risks.</p> <p>Against each identified student safety hazard the School develops risk controls and/or treatment plans where required. Risk controls often take the form of documented policies that are made available to all School staff through our PolicyConnect site.</p> <p>It is important that all staff consistently enforce School rules and safety policies, and actively engage in ensuring the physical and emotional wellbeing of students.</p>
<p><b>Non-Teaching Staff, Volunteers &amp; External</b></p>	<p>When non-teaching staff, volunteers and external providers agree to perform tasks that require them personally to care for students</p>

<b>Providers</b>	(in the absence of a member of the teaching staff), they will also owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.
<b>Child Safety</b>	Our duty of care responsibilities are also discharged through the implementation of our child safe policies, procedures and strategies.

## Recording Student Incidents

<b>Recording Student Incidents</b>	<p>Recording of student injuries, incidents of harm (e.g. bullying) and “near misses” is central to Newstead Christian School’s obligation to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.</p> <p>A near miss is an incident that could have resulted in an injury or illness, but did not. For example, if a student trips over uneven flooring but doesn’t injure themselves, this is a near miss.</p> <p>The recording of these incidents is key to ensuring that risks of further injury are effectively mitigated, and corrective actions can be implemented.</p> <p>The recording and analysis of data relating to student injuries/harm over time provides key information as to the types of safety hazards that exist within the School and assists us in continuing to develop a safe environment for all our students.</p> <p>To assist in the student injury/harm recording process Newstead Christian School has developed the following systems and procedures.</p>
<b>Student Injury Register</b>	<p>Newstead Christian School maintains a register of all student injuries and near misses.</p> <p>This register is maintained on CompliSpace Assurance.</p>

<p><b>Reporting Student Injuries</b></p>	<p>Student injuries and near misses are reported through Newstead Christian School's online incident management reporting system CompliSpace Assurance which can be accessed either through our PolicyConnect site or on mobile devices.</p> <p>When reporting a student injury choose the Report a Safety Incident or Injury (Student) option.</p>
<p><b>Reporting Incidents of Bullying</b></p>	<p>Bullying incidents are recorded within the school via a Form managed on Assurance.</p>

## Identifying Student Safety Hazards

<p><b>Identification of Student Safety Hazards</b></p>	<p>Newstead Christian School's obligation to identify student safety hazards arises from our duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.</p> <p>The recording and analysis of data relating to student injuries over time provides key information as to the types of safety hazards that exist within the School and assists us in continuing to develop a safe environment for all our students.</p> <p>To assist in the hazard identification process Newstead Christian School has developed the following systems and procedures.</p>
<p><b>Student Safety Hazard Register</b></p>	<p>Based upon hazards that would typically be expected to be present in a school such as ours and upon our historical experience of student injuries, we have developed a register of potential student safety hazards. This register is maintained on CompliSpace Assurance.</p>
<p><b>School Inspections</b></p>	<p>It is our policy to carry out regular inspections of the School's buildings, facilities and grounds to ensure that we maintain a safe environment.</p>
<p><b>Staff Training</b></p>	<p>All staff receive training and are regularly consulted with respect to student safety issues. This training and consultation process is</p>

	key to the development of a positive safety culture within the School.
<b>Reporting Safety Hazards</b>	<p>It is the role of all staff to be aware of student safety issues and to report student safety hazards as they become aware of them.</p> <p>Student safety hazards are reported through our Report a Hazard Form which can be accessed either through our PolicyConnect site or on mobile devices.</p> <p>When reporting a safety hazard choose the Report a Safety Hazard option.</p>
<b>Analysis of Student Injury Data</b>	Data with respect to student injuries and “near misses” is regularly reviewed against the School's student safety hazard register and new safety hazards are recorded on the register as they are identified and assessed and treated.
<b>Education Sector Information</b>	Information relating to student safety is regularly published by government departments and health and industry associations. Newstead Christian School monitors this information and incorporates it into our student safety policies where appropriate.

## Student Welfare and General Safety

This section of our Student Duty of Care Module includes:

- [Access Arrangements for Separated Parents/Guardians](#)
- [Student Counselling Services](#)
- [Disability Discrimination](#)
- [Photography and Video](#)
- [General Supervision Policy](#)
- [Playground Supervision & Inspection](#)

### Access Arrangements for Separated Parents and Guardians

<b>Access Arrangements</b>	The separation of parents can be extremely traumatic, especially for the children involved. Whilst many separations are amicable,
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others can result in serious disputes between parents/guardians including the creation of court sanctioned custody arrangements.

Unless the School is aware that parents/guardians have separated and the status of the separation (including whether there are court orders in place) the safety, wellbeing and development of the child and other students and/or staff may be at risk. In addition, the separation, if not properly managed by the School, may affect the best educational interests of the child.

### **Newstead Christian School's Policy**

Newstead Christian School is committed to providing a safe environment for all our students, workers and visitors.

It is our policy that:

- a copy of the court order and relevant information that restricts access to children from certain individuals should be provided to the School upon student enrolment or at the time the order is made
- parents/guardians keep the School informed in the event of separation and the status of any court proceedings affecting access arrangements
- a copy of any court orders must be maintained on the relevant student's files and the terms of the court orders affecting access arrangements must be advised to the student's teachers and any other staff (such as sports coaches or music teachers) who are responsible for supervising the student
- any court order with regard to access/custody arrangements will be upheld by the School
- under no circumstances will the School release addresses or contact details of a child or parent, to another parent without a court order, unless there is consent
- staff will not become involved in resolving disputes concerning student family matters
- if there is reason to believe the child's safety may be at risk, the School will withhold the student until further instructions



<b>Parental Access to Student Information</b>	<p>are received from the appropriate parties.</p> <p>Parental access to student information will be dependent upon whether or not there is any court order in place affecting such access.</p> <p>The School will provide student information concerning a child's education to parents/guardians by:</p> <p>giving students documents to take home, delivering them by email or via Skoolbag.</p> <p>Parents/guardians may request access to student information and documents which the School will make available, unless the School is aware that there are court orders that deny access to the relevant information.</p> <p>The School will release student information to external organisations such as the police and government agencies, if required to do so by law.</p>
<b>Pick Up of Students at the School</b>	<p>Parental access to pick up students either after or during School hours will be dependent upon whether there is a court order in place affecting such access.</p> <p>Generally, either parent/guardian has the capacity to pick up their child at the end of the day. Similarly, either parent/guardian may pick up their child during School hours, upon providing sufficient reasons to the School.</p> <p>In cases where a court order is in place and someone other than the usual person arrives to pick up a child during School hours or to pick up a child at the end of the day, caution should be exercised. In these circumstances, reference to the court order on the student's file should be made to ascertain the nature of the relationship between the student and the person who is seeking to pick up the child. The parent named on the student's file as having responsibility for the long-term care of the child or responsibility</p>

	<p>for educational matters, should be contacted to determine whether the request to pick up the student should be permitted.</p> <p>If the parent does not give permission, the child is hesitant to go with the person, or the supervising teacher has reason to believe that the child's safety may be at risk, the School will not grant permission to remove the child.</p> <p>If the person refuses to leave the School or becomes agitated or aggressive, they should be told that failure to leave the premises will lead to the police being called. If the person continues to remain on School premises despite the warning, the police should be contacted.</p> <p>Note the School is not the appropriate place for a separated parent who has limited contact with their child under a court order to have contact with their child.</p>
<b>Parental Involvement in School Activities</b>	<p>Parental involvement in a child's School activities will be dependent upon whether there is a court order in place affecting such involvement.</p> <p>Generally both parents may attend and become involved in School activities in the normal course. This may include canteen duties, reading classes or assistance on excursions or sporting events.</p> <p>Involvement in School activities will be denied if contact is considered inappropriate or there are genuine concerns for the safety and wellbeing of the student, other students and/or staff. Such cases may include where one parent/guardian has an Apprehended Violence Order (AVO) against another parent or a child, or where the one parent has been denied the long term care of the child or responsibility for educational matters by court order.</p> <p>Where a conflict arises, the Principal or other appropriate senior staff member should be contacted and it shall be their responsibility to determine how to handle the conflict situation.</p>

	Note a mere objection to participation in the activity is not a sufficient reason to deny participation without a court order, unless there are genuine concerns held for the safety, wellbeing or the best educational interests of the child and/or other students.
<b>Staff Responsibilities</b>	<p>All staff must:</p> <ul style="list-style-type: none"> <li>• familiarise themselves with any court orders that may exist with respect to students in their care</li> <li>• be alert to signs that a child may be suffering stress as a result of a separation and report the same to their manager</li> <li>• refuse permission for a parent to pick up a student under their care where there is any perceived danger to the safety of the child</li> <li>• notify the Principal in the event a conflict situation arises</li> <li>• follow the guidelines as set out in this Policy.</li> </ul>
<b>Implementation</b>	The Principal and Leadership Team are responsible for the effective implementation of this Policy.

## Student Counselling Services

Insert School's Own Student Counselling Policy

## Disability Discrimination

<b>Disability Discrimination</b>	<p>Disability discrimination occurs when a person with a disability is treated less favourably than a person without a disability, in the same or similar circumstances.</p> <p>The definition of disability includes a wide range of impairments including physical, intellectual, psychiatric, sensory, neurological and learning disabilities. It also covers discrimination against a person because of a physical disfigurement or a disease (e.g. Human Immunodeficiency Virus – HIV).</p>
<b>Newstead Christian School's</b>	

## Policy

Newstead Christian School is committed to providing a safe and educationally supportive environment that values and encourages participation by all students and workers, including those with disabilities.

It is our policy that:

- students with disabilities can participate in education and training without discrimination
- students with disabilities have opportunities to access the School curriculum and achieve educational outcomes, in the same manner as students without disabilities
- reasonable adjustments will be made where necessary, to ensure students with disabilities are able to participate in all activities available to students without disabilities
- individualised programs will be developed for students with disabilities in consultation with parents/carers and relevant experts
- all processes are accessible and transparent
- disability discrimination prevention strategies are reviewed on an annual basis against best practice.

## Discrimination, Harassment and Victimisation

Newstead Christian School does not tolerate discrimination, harassment and victimisation of any type including disability discrimination.

This is achieved by:

- informing all staff and students that disability discrimination is not acceptable
- providing information and training concerning non-discriminatory methods of teaching
- ensuring staff and students are aware of appropriate actions to be taken if harassment or victimisation occurs
- establishing strategies and programs to prevent harassment and victimisation of persons with a disability
- ensuring strategies and programs extend to not only students but also to their parents/carers, who may

	<p>experience discrimination as a result of their support role to a person with a disability, or who may have a disability themselves.</p>
<b>'Same Basis' Opportunities</b>	<p>The fundamental concept in operation at Newstead Christian School to prevent disability discrimination is the 'same basis' concept. This means treatment of students with a disability must be on the 'same basis' as students without a disability, when presented with opportunities and choices offered to students without disabilities.</p>
<b>Reasonable Adjustments</b>	<p>Newstead Christian School will provide reasonable adjustments upon consultation with the prospective student with a disability and their parents/carers to assist the student undertake education offered.</p> <p>Whether an adjustment is reasonable will depend on balancing the student's learning needs with the interests of all parties affected, including those of the student with a disability, the School, staff and other students.</p> <p>Depending on the needs of the student, adjustments may include modifications to School's buildings or facilities, procedures and resources.</p> <p>Modifications to enable student access to School buildings and facilities and participate in everyday School life include adjustments to toilets, ramps, safety railings, the gymnasium, computer rooms and laboratories to ensure students with disabilities can access these facilities safely.</p> <p>Newstead Christian School is not required to provide adjustments where doing so would cause unjustifiable hardship to the School.</p> <p>All processes for adjustments within the School, including review and grievance procedures, will be transparent. All decisions will be made in a timely way that optimises the student's participation in education and training.</p>

	<p>Unjustifiable hardship is determined via an individual assessment of the prospective student’s needs balanced with the costs associated with additional staffing, the provision of special resources or modifications and health and safety and duty of care requirements.</p>
<b>Disability Information</b>	<p>Information obtained in relation to the student’s disability will remain confidential and will only be disclosed for the purposes of making adjustments or in accordance with a lawful requirement.</p>
<b>Complaints</b>	<p>Complaints of unlawful discrimination should be made to the School.</p> <p>Complaints will be properly and effectively dealt with using the School’s complaint procedures, including conciliation in the first instance.</p>
<b>Staff Responsibilities</b>	<p>All staff must follow the guidelines as set out in this Policy.</p>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff training to equip staff with knowledge, skills and understanding to enable students with disabilities to participate in the full range of educational programmes or services, on the same basis and to the same extent as students without disabilities</li> <li>• student and parent/carer education and information</li> <li>• effective management of the enrolment and accommodation of students with disabilities</li> <li>• the development of an ‘anti-discriminatory’ culture within the School community</li> <li>• the development of a culture that maintains the disabled student’s dignity and privacy</li> <li>• the establishment of processes for ongoing evaluation, monitoring and review of the effectiveness of the management of students with disabilities</li> <li>• effective communication and incident notification procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• effective record keeping procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Documentation</b>	<p>The School maintains records of all reasonable adjustments that have been made for students with a disability.</p> <p>These records are maintained by the Learning Co-ordinator and are stored School DropBox facility.</p>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.
<b>Key Reference</b>	This policy has been developed having regard to the <u>Disability Standards for Education 2005</u> .

## LGBTQIA+ Inclusion Policy

The School does not currently have an LGBTQIA+ Inclusion Policy in place.

## Photography and Video

<b>Photography and Video Recording</b>	<p>This Policy applies to photography or video taken on School premises or at School-related events, and activities held on or off School premises.</p> <p>With technological developments, the taking and use of photographs and videos of students while participating in School-related activities has become an inseparable part of education and social development.</p> <p>The School has a duty of care and privacy obligations to manage the taking and use of photography and video by:</p> <ul style="list-style-type: none"> <li>• School staff and School affiliates</li> <li>• parents/carers</li> <li>• media and other third parties</li> <li>• students</li> <li>• commercial or professional photographers/videographers.</li> </ul>
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## **Newstead Christian School's Policy**

Newstead Christian School is committed to maximising the educational and social benefits of photography and video recording while taking all reasonably practicable steps to manage the risks to student safety and wellbeing arising from the inappropriate taking and use of photos and videos.

It is our policy that:

- the School takes all reasonably practicable measures to manage the ability and access of all persons to take photos or videos of students on School premises or at School-related activities and events
- the School takes all reasonably practicable steps to obtain the consent of relevant parents/carers in taking, using, and publishing photos and videos of students
- the type of consent sought from parents/carers for the collection and use of photos and videos of their children depends on the use to which the photos or videos are to be put
- School staff supervise and manage the taking of photos and videos by students of other students while on School premises and at School-related activities and events
- the School addresses parents/carers taking and publishing photos and videos of students at School-related activities and events, through ongoing communication and education
- the School manages the risks to privacy by professional photographers and videographers through contractual undertakings
- the School communicates and educates students in the safe and respectful taking and use of photos and videos
- photos and videos taken by and for the School are stored in accordance with the School's [General Records Management policy](#)
- the School reserves the right to decide whether a particular person has the right to take photos or video on School premises or at School-related activities and events.

## **Consent from Parents/Carers**



The consent required from parents/carers to the taking and use of photos and videos of a student will vary depending on the context and purpose of the photography or video recording.

### Consent Forms

The School works with parents/carers to provide information about and gain consent for the use of photographs and videos of students which may be taken by School staff or approved external providers. Consent forms given to parents/carers:

- notify them that their child's image may be used in photos or videos
- inform them about how these images and videos are stored and used
- request their consent before using or publishing images of their children.

A Photography/Video Consent Form is available  
[Photography/Video Consent Form]  
([https://ncstas.csassurance.com/refdoc\\_atts/1](https://ncstas.csassurance.com/refdoc_atts/1)).

### Refusal of Consent

If a parent/carer does not consent to having their child photographed or videoed, the School takes all reasonably practicable steps to ensure that the student is not photographed/videoed, or if that is not reasonably practicable, then that they are not identified in photos/videos.

## **Curricular and Related Educational Activities**

A Personal Information Collection Notice is initially provided to parents/carers when a student commences at Newstead Christian School. This covers any personal information collected in the course of providing educational services, including photography and video recording.

A Photography/Video Consent Form is obtained from the parent/carer to the use of photos and videos of the student in the

	<p>course of providing educational services (available [Photography/Video Consent Form] (<a href="https://ncstas.csassurance.com/refdoc_atts/1">https://ncstas.csassurance.com/refdoc_atts/1</a>)).</p>
<b>Internal Publications</b>	<p>Where images of students are to be used in the normal course of school life in Newstead Christian School newsletters, on the School intranet, and within the School this will be covered by the general collection notice and consent given at enrolment.</p> <p>The consent and permissions provided by parents/carers are updated yearly where photographs or videos of students may be distributed in internal School publications, such as the School's intranet.</p> <p>Should issues arise where a parent/carer does not consent to the use of their child's image, the School will take all reasonably practicable steps to not include the student's image.</p> <p>Where the student's image is part of a group of students, consideration will be given to varying the caption to either not include names, or only including the first names of the students in the image.</p>
<b>External Publications</b>	<p>The School seeks specific consent from parents/carer prior to including the student's image in any external publication. This includes consent for School magazines or websites which are available to the public.</p>
<b>Media</b>	<p>The School seeks specific consent from parents/carers prior to any contact with the media for the purposes of photos or videos of the student.</p>
<b>Promotional Use</b>	<p>The School will seek specific consent from parents/carers prior to using any images of students for promotional purposes. The request for consent will include details of where the images will be placed and the context in which they will be used.</p>
<b>Court Orders and Children under Guardianship</b>	<p>Where students at the School are under court orders or protection (including guardianship/foster arrangements, care and protection</p>

	<p>orders or witness protection programs), consent may also need to be obtained from third parties for external publications for promotional use.</p> <p>Newstead Christian School will approach any relevant third parties as part of gaining consent using the Photography/Video Consent Form (available [Photography/Video Consent Form] (<a href="https://ncstas.csassurance.com/refdoc_atts/1">https://ncstas.csassurance.com/refdoc_atts/1</a>)).</p>
<p><b>Copyright and Students' Work</b></p>	<p>Where the School wishes to publish a student's work, consideration may need to be given to any copyright the student may have in that work. Consent may need to be obtained under the Copyright Act 1968 (Cth) before the work may be published.</p>
<p><b>Photography/Video by External Commercial or Professional Parties</b></p>	<p>The School takes all reasonably practicable steps to manage and control the taking of photos or videos of its students by external parties, and their access to School premises, School-related activities and events, and students.</p> <p>Where the School hires professional photographers/videographers, the School will set terms and requirements including written confidentiality undertakings and securing the ownership of photos and videos. If ownership cannot reasonably be obtained, the School will negotiate terms of use with the external party/parties to manage the safety and privacy of students and staff.</p> <p>The School will seek consent from parents/carers prior to school/class photos being taken. The School will advise parents/carers prior to School-related events being recorded.</p>
<p><b>Photography/Video by Students</b></p>	<p>The School supervises and manages students taking photos and videos of each other for educational purposes.</p> <p>The School educates students on the safety risks of publishing personal information, and the importance of privacy, consent, and showing respect for each other in their use and control of photos and videos.</p>

	<p>Disciplinary action may be taken where students have knowingly breached these conditions.</p>
<b>Photography/Video by Parents/Carers</b>	<p>The School acknowledges that parents/carers will want to take photos/videos of their children while they are engaged in School-related activities, and that in practical terms, the School may not be able to control when images are taken and how they are used. However, the School will communicate with parents/carers on an ongoing basis to ensure they understand the risks of publishing the photos and videos and how to best protect the students' safety and privacy.</p>
<b>Suspicious Activity</b>	<p>Where a teacher, student or member of staff notices behaviour which may be criminal or may endanger the health or wellbeing of a student, they must report the behaviour immediately to the Principal.</p> <p>Suspicious/criminal behaviour may include:</p> <ul style="list-style-type: none"><li>• people taking photographs in sensitive places, such as change rooms and bathrooms</li><li>• indecent photography such as 'upskirting'</li><li>• voyeuristic or 'peeping tom' behaviour, which includes people taking photos surreptitiously.</li></ul> <p>The Principal will take appropriate action in response to a report, which may include disciplining persons who are members of the School community or reporting the matter to the Police or relevant authorities.</p>
<b>Publishing Photos or Videos</b>	<p>The School will follow these general guidelines when using and publishing photos or videos in print and online publications:</p> <ul style="list-style-type: none"><li>• photos/videos of a student will only be used where we have written permission of the parent/carer</li><li>• where appropriate, we will not identify any student in the photos/videos published</li></ul>

	<ul style="list-style-type: none"> <li>• we will seek consent from a student or parent/carer to comply with copyright laws before taking photos or video of a student's work</li> <li>• where there are photos which may potentially be misused (for example, photos of students at gymnastics or swimming events), the School will take steps to ensure only appropriate images or videos are published.</li> </ul>
<b>Record Keeping</b>	<p>Newstead Christian School has an obligation to comply with both jurisdictional privacy laws and the Privacy Act 1988 (Cth). A photograph or video is a form of personal information (a record) which must be managed in accordance with our <a href="#">General Records Management Policy</a>.</p> <p>The School will maintain a record of photographs and associated consent forms (with applicable dates) to ensure that consent has been received for a particular use. Where reasonably practicable this will include a record of the image.</p>
<b>Implementation</b>	<p>The Leadership Team is responsible for the effective implementation of this Policy.</p>

## General Supervision Policy

<b>Supervision Obligations</b>	<p>Newstead Christian School and its teachers owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. Refer to our <a href="#">Student Duty of Care Summary Policy</a> for more detail.</p> <p>The provision of adequate supervision is fundamental to ensuring that Newstead Christian School meets its duty of care obligations.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe environment for all our students when they are in the care of the School.</p>

	<p>It is our policy that:</p> <ul style="list-style-type: none"> <li>• supervision is provided to students having consideration to the degree of care needed for the protection of students and having regard to:             <ul style="list-style-type: none"> <li>• their age, skill and experience</li> <li>• any physical and/or intellectual impairments</li> <li>• existing medical conditions</li> <li>• known behavioural characteristics</li> <li>• the nature of activities being undertaken and hazards</li> </ul> </li> <li>• supervising staff receive first aid training and adequate first aid facilities are available having regard to the nature of the activities being undertaken (refer to our <a href="#">First Aid Policy</a>)</li> <li>• accidents and incidents are promptly dealt with through appropriate treatment and/or intervention</li> <li>• material accidents and incidents are recorded, and corrective action implemented where required (refer to policies relating to <a href="#">reporting of safety hazards</a> and <a href="#">capturing records of student injuries</a>).</li> </ul> <p>Newstead Christian School has developed the following guidelines with respect to supervision.</p>
<p><b>Classrooms</b></p>	<p>Teachers are responsible for the supervision of their students in their Classrooms and in particular should be vigilant to ensure:</p> <ul style="list-style-type: none"> <li>• adequate age appropriate supervision having regard to the nature of the activities being undertaken</li> <li>• proper use of any plant and equipment</li> <li>• proper handling of any hazardous substances</li> <li>• proper use of relevant protective equipment</li> </ul>
<p><b>Playground Supervision</b></p>	<p>Playgrounds are supervised by staff immediately before and after school, during recess and lunch. Refer to our <a href="#">Playground Supervision and Inspection Policy</a>.</p>
<p><b>Before and After School Supervision</b></p>	<p>Whilst the School is committed to ensuring student safety it requires and expects parental co-operation in managing safety</p>

	<p>issues immediately before and immediately after school.</p> <p>As a general rule Newstead Christian School provides limited supervision for approximately 30 minutes before and after school.</p> <p>Where School activities (such as sport or band practice) are arranged before or after school appropriate supervision will be provided for attending students depending on the time and location of the activity.</p> <p>Parents are informed of supervision arrangements and are made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.</p>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff training</li> <li>• effective communication and incident notification procedures</li> <li>• effective record keeping procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	<p>Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.</p>

## Playground Supervision and Inspection Policy

<b>Playground Accidents</b>	<p>Serious injuries from accidents in the School's playground/s can occur from inadequate supervision, inappropriate games, lack of maintenance of playground equipment, overcrowded play areas and contamination from dangerous items such as broken glass and syringes. Each hazard has the capacity to pose a risk to the safety of students.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe environment for all our students.</p> <p>It is our policy that:</p>

	<ul style="list-style-type: none"> <li>• playgrounds are regularly inspected for potential safety hazards and suitably maintained</li> <li>• playgrounds are supervised by staff immediately before and after school, during recess and lunch</li> <li>• first aid facilities are readily available at all times</li> <li>• student injuries and any near misses are recorded via our online Safety Incident Form on CompliSpace Assurance.</li> </ul>
<p><b>Inspections and Maintenance</b></p>	<p>The School has implemented the following preventative measures to minimise the risk of playground accidents and injuries:</p> <ul style="list-style-type: none"> <li>• risks associated with playground accidents are regularly assessed</li> <li>• regular playground inspections are undertaken</li> <li>• any dangerous items such as broken glass or syringes are promptly removed</li> <li>• playground furniture and equipment are properly maintained.</li> </ul>
<p><b>Related Safety Policies</b></p>	<p>The School has also developed a set of related safety policies that may be applicable to incidents and/or accidents that occur in playgrounds that can be found in our Work Health and Safety Program.</p>
<p><b>Playground Supervision</b></p>	<p>Playground activities before and after school, during recess and lunch are supervised by teaching staff to minimise the risks of playground accidents and injuries.</p>
<p><b>First Aid</b></p>	<p>In the event an accident occurs and a student is injured, supervising staff should follow the procedures as set out in our <a href="#">First Aid Policy</a>.</p>
<p><b>Staff Responsibilities</b></p>	<p>All staff must:</p> <ul style="list-style-type: none"> <li>• be diligent and attentive when on playground duty</li> <li>• enforce playground rules consistently, fairly and equitably</li> <li>• respond appropriately to any playground incidents, accidents or injuries.</li> </ul>



## Implementation

This Policy is implemented through a combination of:

- risk assessments
- playground inspections
- staff and student education
- effective playground supervision
- effective communication and incident notification procedures
- the availability of first aid facilities
- effective record keeping procedures
- initiation of corrective actions where necessary

## Student Work Experience

Newstead Christian School does not currently have a Student Work Experience Policy in place.

## Student Health

This section of our Student Duty of Care Module includes:

- [Allergy Awareness](#)
- [Anaphylaxis Management](#)
- [Asthma Management](#)
- [Attention Deficit/Hyperactivity Disorder](#)
- [Bites and Stings](#)
- [Concussion Policy](#)
- [Diabetes Management](#)
- [Eating Disorders](#)
- [Head Lice](#)
- [Medical Health Care Plans for High-Risk Students](#)
- [Student Medical Appointments](#)
- [Student Medical Records](#)
- [Medication Administration](#)
- [Infectious Diseases \(Student\)](#)
- [Seizure and Epilepsy](#)
- [Self-Harming Behaviours](#)

- [Sun Protection \(Students\)](#).

## Allergy Awareness

This policy follows the authority provided in the Specific Health Issues: Procedures issued by the TAS Department of Education and was written in collaboration with [Allergy & Anaphylaxis Australia](#).

<b>Allergies</b>	<p>Allergies occur when the immune system reacts to substances (allergens) in the environment, which are usually harmless. Examples include proteins, pollens, dust mites and insect venoms.</p> <p>Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. For details on how we manage anaphylaxis in our School refer to our <a href="#">Anaphylaxis Management</a> policy.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe learning environment for all our students and to minimise the risk of allergen exposure. It is our policy:</p> <ul style="list-style-type: none"><li>• to provide, as far as practicable, a safe and supportive environment in which students at risk of allergies can participate equally in all aspects of the student's schooling</li><li>• to raise awareness about allergies and the School's allergy management and <a href="#">Anaphylaxis Management</a> policy in the School community</li><li>• to engage with parents/carers of each student at risk of allergies when assessing risks and developing risk minimisation strategies for the student</li><li>• to ensure that staff have knowledge about allergies, anaphylaxis and the School's guidelines and procedures in responding to an anaphylactic reaction.</li></ul>
<b>Identification of Students at Risk</b>	<p>Parents/carers are requested to notify the School of all medical conditions including allergies. For more information, refer to our <a href="#">Student Medical Records</a> policy.</p>

Students who are identified as suffering from severe allergies that may cause anaphylactic shock are considered high risk and are managed through our [Anaphylaxis Management](#) policy.

Individual Health Care Plans are developed for these students and include:

- the student's medical status (has an allergy but not prescribed an adrenaline autoinjector or at risk of anaphylaxis and has been prescribed an adrenaline autoinjector)
- the student's ASCIA Action Plan (an emergency response plan)
- learning and support needs of the student
- medication prescribed for treating the student's medical condition
- emergency care information
- strategies to reduce the risk of anaphylaxis.

For students who are showing signs of an allergic reaction for the first time, and do not otherwise have an individual ASCIA Action Plan, the School follows the procedures in our First Aid and Allergy Awareness policies.

If a teacher or other staff member administering first aid is required to use an adrenaline autoinjector for general use from the School first aid kit they should refer to the [ASCIA Action Plan for Anaphylaxis for General Use \(Orange\)](#) stored with the first aid kit for instructions on administering adrenaline.

Individuals with an allergy that have only ever had mild/moderate allergic reactions are at low risk of having an anaphylaxis, but there is still a risk. They are often not prescribed an adrenaline autoinjector but should have an [ASCIA Action Plan for Allergic Reactions \(Green\)](#).

Individuals that have had a previous severe allergic reaction/anaphylaxis to triggers (other than medications) and

	<p>those deemed to be at high risk by their doctor or medical practitioner are prescribed an adrenaline autoinjector and given an <u>ASCIA Action Plan for Anaphylaxis</u> (Red).</p> <p>Those with an <u>ASCIA Action Plan for Allergic Reactions</u> (Green) must still have strategies implemented to reduce risk as detailed on their Individual Health Care Plan.</p>
<b>Being Allergy Aware</b>	<p>Given the number of foods to which a student may be allergic to, it is not possible to remove all allergens.</p> <p>It is better for the School community to become aware of the risks associated with allergies and for the School to implement practical, age-appropriate strategies to minimise exposure to known allergens.</p> <p>At Newstead Christian School we do not promote that we either 'ban allergens' such as egg and nuts or are 'nut-free, milk-free or egg-free' etc. Promoting the School as 'allergen-free' is not recommended for the following reasons:</p> <ul style="list-style-type: none"><li>• it is impractical to implement and enforce</li><li>• there is no evidence of effectiveness</li><li>• it does not encourage the development of strategies for avoidance in the wider School community, and</li><li>• it may encourage complacency about risk minimisation strategies (for teachers, students and parents/guardians) if a food is banned.</li></ul> <p>We consider that being 'allergy aware' is a more appropriate term.</p> <p>Whilst we do not claim to be 'nut-free', minimising exposure to particular foods such as peanuts and tree nuts can reduce the level of risk. This can include removing nut spreads and products containing nuts from the School canteen but does not include removing products that 'may contain traces' of peanuts or tree nuts. Foods that have 'May contain...' statements can be consumed by students without a food allergy in the same location</p>

	<p>as students with a food allergy as long as they are not shared with students with a food allergy.</p> <p>We may also request that parents/guardians of classmates of a young student (4-7 years) do not include nut spreads in sandwiches or products containing nuts in their lunch box. This is not a nut ban, but a strategy to reduce risk to the student until they are more able to care for themselves.</p>
<p><b>Common Allergens for Which Students May be at Risk of Allergy</b></p>	<p>Common foods causing allergies:</p> <ul style="list-style-type: none"> <li>• egg</li> <li>• milk</li> <li>• peanuts</li> <li>• tree nuts</li> <li>• fish</li> <li>• shellfish</li> <li>• soy</li> <li>• sesame</li> <li>• wheat</li> <li>• lupin.</li> </ul> <p>Other triggers of allergic reactions include:</p> <ul style="list-style-type: none"> <li>• insect bites and stings</li> <li>• latex</li> <li>• certain medications.</li> </ul>
<p><b>Signs and Symptoms of a Mild to Moderate Allergic Reaction</b></p>	<p>Signs and symptoms of a mild to moderate allergic reaction may include:</p> <ul style="list-style-type: none"> <li>• swelling of lips, face or eyes</li> <li>• hives or welts</li> <li>• tingling mouth</li> <li>• abdominal pain, vomiting (these are signs of anaphylaxis for insect bites and stings).</li> </ul>
<p><b>Raising Peer Awareness</b></p>	<p>Peer support and understanding is important for the student at</p>

risk of allergies (in particular anaphylaxis).

Staff can raise awareness through fact sheets or posters displayed in hallways, canteens and Classrooms or in class lessons.

Class teachers can discuss the topic with students in class, with a few simple key messages:

- always take food allergies seriously – severe allergies are no joke
- don't share your food with friends who have food allergies or pressure them to eat food that they are allergic to
- not everyone has allergies – discuss common symptoms
- wash your hands before and after eating
- know what your friends are allergic to
- if a schoolmate becomes sick, get help immediately
- be respectful of a schoolmate's medical kit.

It is important to be aware that some parents/carers may not wish for their child's identity to be disclosed to the wider School community, this may also apply to the student themselves. It is therefore recommended that this be discussed with the student and their parents/carers and written consent be obtained to display the student's name, photograph and relevant treatment details in staff areas, canteens and/or other common areas.

## **Bullying Prevention**

A student at risk of allergies can have an increased risk of bullying in the form of teasing, tricking a student into eating a particular food or threatening a student with the substance that they are allergic to, such as peanuts.

Newstead Christian School seeks to address this issue through raising peer awareness so that the students involved in such behaviour are aware of the seriousness of allergic reactions.

Any attempt to harm a student at risk of anaphylaxis with an allergen is treated as a serious and dangerous incident and

	<p>treated accordingly under the School's <u>Bullying Prevention and Intervention</u> policy.</p>
<p><b>Raising General School Community Awareness</b></p>	<p>Newstead Christian School takes active steps to raise awareness about allergies and anaphylaxis in the School community so that parents/carers of all students have an increased understanding.</p> <p>These steps include providing information about our allergy awareness strategy to the broader School community through newsletters, fact sheets, posters and other publications.</p>
<p><b>Developing Strong Communications with Parents/Carers of High-Risk Students</b></p>	<p>Parents/carers of a student who is at risk of allergies (in particular anaphylaxis) may experience high levels of anxiety about sending their child to school.</p> <p>It is important to encourage an open and cooperative relationship with parents/carers so that they feel confident that appropriate risk minimisation strategies are in place.</p> <p>In addition to implementing risk minimisation strategies, the anxiety that parents/carers and the student may feel can be considerably reduced by keeping them informed of the increased education, awareness and support from the School community.</p>
<p><b>Staff Responsibilities</b></p>	<p>All staff must be allergy aware and actively promote Newstead Christian School as an allergy aware School.</p>
<p><b>Signage</b></p>	<p>Allergy awareness signage is posted in the staffroom and in other locations around the School</p>
<p><b>Implementation</b></p>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• School premises inspections (to identify wasp and beehives)</li> <li>• staff training and supervision</li> <li>• maintenance of medical records</li> <li>• effective incident notification procedures</li> <li>• effective communication procedures with the student's parents/carers</li> </ul>

	<ul style="list-style-type: none"> <li>• effective communication procedures with the broader School community.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy, Newstead Christian School may take disciplinary action.

## Anaphylaxis Management Policy

This policy follows the authority provided in the Allergy and Anaphylaxis policies/guidelines for each State or Territory as issued by Government Departments, and was written in collaboration with [Allergy & Anaphylaxis Australia](#).

<b>The Hazard - Anaphylaxis</b>	<p>Anaphylaxis is the most severe form of allergic reaction. Individuals can have a mild, moderate or severe allergy. Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life-threatening. The most common allergens in school-aged children are peanuts, cow's milk, egg, tree nuts (e.g. cashews and walnuts), fish and shellfish (e.g. prawn and crab), wheat, soy, sesame, lupin and certain insect bites and stings (particularly bees, wasps, ants and ticks).</p> <p>The key to prevention of anaphylaxis in schools is knowledge of students who have been diagnosed as at risk, awareness of allergens, and prevention of exposure to those allergens.</p> <p>Partnerships between the School and parents/guardians are important in helping students at risk of anaphylaxis avoid exposure as well as age-appropriate education for students.</p> <p>Adrenaline given through an adrenaline (epinephrine) autoinjector (such as an EpiPen® or Anapen) into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis. Adrenaline autoinjectors are designed for use by laypeople.</p>
<b>Newstead Christian School's Policy</b>	Newstead Christian School is committed to providing a safe learning environment for all our students.



	<p>The School recognises that while policies and procedures to reduce the risk of an allergic reaction can be developed and maintained they cannot achieve a completely risk free environment. The risk of anaphylaxis can be reduced, but not eliminated.</p> <p>It is critical that staff can recognise an allergic reaction and a potential anaphylaxis risk and treat it appropriately. Anaphylaxis should always be treated as an emergency.</p> <p>It is our policy to:</p> <ul style="list-style-type: none"><li>• provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling</li><li>• raise awareness of food and insect allergy, the risk of anaphylaxis and the School’s anaphylaxis management policy in the School community</li><li>• engage with parents/guardians of each student at risk of anaphylaxis when assessing risks and developing risk minimisation strategies for the student</li><li>• ensure that staff have knowledge about allergies, can recognise allergic reactions including anaphylaxis and understand the School’s guidelines and procedures in responding to anaphylaxis.</li></ul>
<b>Our Duty of Care</b>	<p>The School has a common law duty of care to put in place strategies to manage students at risk of anaphylaxis while they are at the School and engaged in School-related activities.</p> <p>When a student is diagnosed as being at risk of anaphylaxis, the exercise of the School’s duty of care requires:</p> <ul style="list-style-type: none"><li>• the development of an Individual Health Care Plan, through our <u>Individual Health Care Plans (High Risk Students)</u> policy (including risk minimisation strategies)</li><li>• administration of medication through our <u>Medication Administration</u> policy</li></ul>

	<ul style="list-style-type: none"> <li>• the adoption of an ASCIA Action Plan (emergency response plan).</li> </ul> <p>Students at risk of anaphylaxis or allergic reactions could also be singled out or subjected to bullying behaviour within the wider School community. As part of our <a href="#">Bullying Prevention and Intervention</a> policy, the School maintains an atmosphere of respectful relationships and actively develops and implements programs for bullying prevention, provides support for any student who is at risk of being bullied and empowers the whole School community to recognise and respond appropriately to bullying and behave as responsible bystanders.</p>
<p><b>Managing Students at Risk of Anaphylaxis Flowchart</b></p>	<p>Newstead Christian School has developed a <a href="#">flowchart</a> that outlines our practices for managing enrolled students or students presenting for enrolment who are at risk of anaphylaxis.</p>
<p><b>Mental Health and Anaphylaxis</b></p>	<p>High levels of anxiety may often be seen in parents/guardians of students at risk of anaphylaxis or severe allergies.</p> <p>Anxiety may increase when there is a change to education including starting at the School or transferring to the School.</p> <p>The School understands and maintains regular communication with parents/guardians of students at risk of anaphylaxis or severe allergies in order to reassure them of the strategies in place to manage their child’s allergies in a safe environment.</p> <p>Partnerships between the School and parents/guardians are important in helping students at risk of anaphylaxis avoid exposure as well as age-appropriate education for students.</p>
<p><b>Identification of Students at Risk</b></p>	<p>Parents/guardians are requested to notify the School of all medical conditions including allergies. Refer to our <a href="#">Student Medical Records</a> policy.</p> <p>Students who are identified as at risk of anaphylaxis are considered high risk. For each of these students, an Individual</p>

Anaphylaxis Health Care Plan should be developed and regularly reviewed and updated.

For students who are showing signs of an allergic reaction or an anaphylactic reaction for the first time, and do not otherwise have an individual ASCIA Action Plan, the School should follow the [First Aid Policy](#) and [Allergy Awareness](#) policies.

Where the student requires a first aid response that is not the standard first aid response for the School, staff should refer to the student's individual first aid plan, which will be stored with their Individual Anaphylaxis Health Care Plan.

If a staff member administering first aid is required to use an adrenaline autoinjector for general use from the School's first aid kit they should refer to the [ASCIA Action Plan for Anaphylaxis for General Use \(Orange\)](#) stored with the first aid kit for instructions on administering adrenaline.

Individuals with an allergy that have only ever had mild/moderate allergic reactions are at low risk of having an anaphylaxis, but there is still a risk. They are often not prescribed an adrenaline autoinjector but should have an [ASCIA Action Plan for Allergic Reactions \(Green\)](#).

Individuals that have had a previous severe allergic reaction/anaphylaxis to triggers (other than medications) and those deemed to be at high risk by their doctor or medical practitioner are prescribed an adrenaline autoinjector and given an [ASCIA Action Plan for Anaphylaxis \(Red\)](#).

Those with an [ASCIA Action Plan for Allergic Reactions \(Green\)](#) must still have strategies implemented to reduce risk as detailed on their Individual Health Care Plan.

**Common Allergens for Which Students May be at Risk of Allergy or Anaphylaxis**

Common food allergies include:

- egg

	<ul style="list-style-type: none"><li>• milk</li><li>• peanuts</li><li>• tree nuts</li><li>• fish</li><li>• shellfish</li><li>• soy</li><li>• sesame</li><li>• wheat</li><li>• lupin.</li></ul> <p>Other less common allergies can be caused by:</p> <ul style="list-style-type: none"><li>• mammalian meat (following tick bite exposure)</li><li>• insect bites and stings</li><li>• latex</li><li>• pollen</li><li>• mould</li><li>• certain medications.</li></ul>
<b>Signs and Symptoms for a Mild to Moderate Allergic Reaction</b>	<p>Signs and symptoms for a mild to moderate allergic reaction may include:</p> <ul style="list-style-type: none"><li>• swelling of lips, face or eyes</li><li>• hives or welts</li><li>• tingling mouth</li><li>• abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy).</li></ul>
<b>Signs and Symptoms for Anaphylaxis</b>	<p>Signs and symptoms for anaphylaxis may include:</p> <ul style="list-style-type: none"><li>• difficult/noisy breathing</li><li>• swelling of tongue</li><li>• swelling/tightness in throat</li><li>• wheeze or persistent cough</li><li>• difficulty talking and/or hoarse voice</li><li>• persistent dizziness or collapse</li><li>• pale and floppy (usually in younger children).</li></ul>
<b>Individual Anaphylaxis Health</b>	

## Care Plans

An Individual Anaphylaxis Health Care Plan must be developed in consultation with the student's parents/guardians, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis. This forms a subset of a student's Individual Health Care Plan.

Each Individual Anaphylaxis Health Care Plan should be in place as soon as practicable after the student is enrolled, and where possible before their first day at the School.

Each Individual Anaphylaxis Health Care Plan includes:

- the student's medical status (has an allergy but not prescribed an adrenaline (epinephrine) autoinjector or at risk of anaphylaxis and has been prescribed an adrenaline autoinjector)
- the student's ASCIA Action Plan (an emergency response plan)
- learning and support needs of the student
- list of strategies to reduce the risk of a reaction
- medication prescribed for treating the student's medical condition
- emergency care information.

Each Individual Anaphylaxis Health Care Plan contains daily management strategies specific to the student it is written for and must be signed off by the parent/guardian and a designated staff member.

Each student's Individual Anaphylaxis Health Care Plan will be reviewed, in consultation with the student's parents/guardians:

- annually, and as applicable
- if the student's condition changes
- immediately after the student has an anaphylaxis reaction.

It is the responsibility of the parent/guardian to:

- supply a current photo.

- share as much detailed information as possible. For example, circumstances surrounding previous anaphylaxis, diagnosis of asthma, medications taken at home.
- inform the School if their child's medical condition changes, and if relevant provide an updated ASCIA Action Plan. The ASCIA Action Plan must be completed and signed by a medical practitioner. The ASCIA Action Plan needs to be renewed at least every 18-24 months (most students renew their ASCIA Action Plan with each new prescription of adrenaline autoinjector as they expire every 12-16 months).
- if staff and parents/guardians have difficulty agreeing on management strategies, communication with the student's medical practitioner should be considered.

The ASCIA Action Plan is just one part of the Individual Anaphylaxis Health Care Plan of every child at risk of anaphylaxis. The ASCIA Action Plan only details emergency management of the student's condition.

There are three ASCIA Action Plans available from the [ASCIA website](#):

- [The ASCIA Action Plan for Allergic Reactions](#) is green and is for students allergic to common allergens that have not been prescribed an adrenaline autoinjector.
- [The ASCIA Action Plan for Anaphylaxis](#) is red and is for individuals who have been prescribed an adrenaline autoinjector.
- [The ASCIA Action Plan for Anaphylaxis for General Use](#) is orange and is for adrenaline autoinjectors for general use placed in School first aid kits.

**ASCIA Action Plan for Anaphylaxis for General Use**

The ASCIA Action Plan for Anaphylaxis for General Use has no space for personal details, can be used as a poster and must be stored with any adrenaline autoinjector for general use that is not prescribed for a specific person (i.e. it should sit in a first aid kit for use on anyone showing signs and symptoms of anaphylaxis).

	<p>The adrenaline autoinjector for general use can be used:</p> <ul style="list-style-type: none"><li>• on someone not previously diagnosed</li><li>• on an individual known to be at risk of anaphylaxis that does not have their own device immediately accessible or the device is out-of-date</li><li>• when a second dose of adrenaline is required before an ambulance has arrived</li><li>• if an individual's device has misfired or accidentally been discharged.</li></ul>
<b>Internal Communications</b>	<p>The Principal is responsible for providing information to all staff, students and parents/guardians about allergy and anaphylaxis and the development of the School's anaphylaxis risk minimisation/prevention strategies.</p>
<b>Volunteers and Casual Relief Staff</b>	<p>All casual relief staff will be fully trained in the management, recognition and emergency treatment of anaphylaxis. Volunteers must be trained if they deal with students at risk of anaphylaxis as part of their role at the School.</p> <p>Students at risk of anaphylaxis must not be left in the care of a volunteer during any School activities unless the volunteer is related to the student at risk of anaphylaxis or the parent/guardian of the student consents.</p>
<b>Staff Training</b>	<p>Generally, the School promotes allergy awareness. Refer to our <u>Allergy Awareness</u> policy.</p> <p>Whenever a student at risk of anaphylaxis is under the care or supervision of Newstead Christian School, including excursions, yard duty, camps and special event days, the School must ensure that there are a sufficient number of staff present who have up to date anaphylaxis training and know how to prevent, recognise and treat anaphylaxis.</p> <p>Teachers and other School staff who have regular contact with students at risk of anaphylaxis must undertake training in</p>

	<p>anaphylaxis management, including how to reduce the risk of a reaction, how to recognise a reaction and then how to respond to an emergency, including practical training in the use of an adrenaline autoinjector. Training autoinjector devices will never be stored in the same location as general use adrenaline autoinjectors at the School and will be clearly labelled as training devices to avoid the risk of confusion.</p> <p>Wherever possible, training will take place before a student's first day at the School. Where this is not possible, an interim plan will be developed in consultation with the student's parents/guardians.</p>
<b>Emergency First Aid for Students at Risk of Anaphylaxis</b>	<p>For students having anaphylaxis, the following first aid steps should be followed:</p> <ol style="list-style-type: none"><li>1. Lay the student flat and do not allow them to stand or walk. If breathing is difficult, allow the student to sit.</li><li>2. Ensure the student is no longer exposed to the allergen or trigger.</li><li>3. If the student is carrying their adrenaline autoinjector, follow the instructions on the ASCIA Action Plan and give the adrenaline autoinjector accordingly.</li><li>4. If the student is not carrying their adrenaline autoinjector, but has one in the office or their Classroom, there must be a system in place to get the adrenaline autoinjector to the student quickly. An adrenaline autoinjector for general use from one of the School's communal medication locations using the general ASCIA Action Plan for instructions can also be administered.</li><li>5. Call an ambulance on triple zero "000".</li><li>6. Alert the student's parents/guardians.</li><li>7. Further adrenaline autoinjector doses may be given if no response after five minutes.</li><li>8. Commence CPR at any time if the student is unresponsive and not breathing normally.</li></ol>



	<p>9. The student must remain in hospital for at least four hours of observation.</p> <p><b>ALWAYS give the adrenaline autoinjector FIRST, and then the asthma reliever puffer</b> if someone with known asthma and allergy to food, insects or medication has <b>sudden severe breathing difficulty</b> (including wheezing, persistent cough or hoarse voice) even if there are no skin symptoms.</p> <p>For other incidents, refer to our Critical Incident Response Procedures and First Aid policy.</p>
<p><b>Self-Administration of an Adrenaline Autoinjector</b></p>	<p>The Principal of the School will determine in consultation with the student and their parents/guardians whether a student can carry their own adrenaline autoinjector and/or administer their own adrenaline autoinjector should anaphylaxis occur.</p> <p>The Principal will make this assessment on a case-by-case basis, determining whether the student is capable of self-administration, and whether it is age appropriate.</p> <p>If a student self-administers their own adrenaline autoinjector, a staff member should supervise the student at all times and be prepared to provide assistance if the student's condition deteriorates to the point that they are confused or unable to self-administer for any reason.</p>
<p><b>Medication and Adrenaline Autoinjector Storage and Location</b></p>	<p>All adrenaline autoinjectors and medication must be stored and located as per discussion with each parent/guardian and checked regularly to ensure that they have not expired, become discoloured or sediment is visible.</p> <p>For children under 10 years, it is not advised that they carry their medication kit (including their adrenaline autoinjector) on their person unless they:</p> <ul style="list-style-type: none"><li>• travel to school without an adult present, or</li></ul>

- have been advised to do so by their prescribing medical practitioner.

Students above the age of 10 years may carry their own medical kit (including their adrenaline autoinjector and ASCIA Action Plan) on their person at all times. If this is the case, it will be listed in the student's Individual Anaphylaxis Health Care Plan.

Students in high schools must always have their adrenaline autoinjector with them as they move from class to class, are at activities off the School grounds and during travel to and from the School without parental/adult supervision. These students can either carry their medical kit in a bum bag, pocket, sports belt, belt holster or in their school bag. If in their school bag, the bag must be taken with them everywhere and not placed in their locker or on other communal bag racks. The medical kit must be easily accessible at all times.

For all students, adrenaline autoinjectors for general use must be stored in various locations around the School which are easily accessible, central and unlocked. A copy of the ASCIA Action Plan for Anaphylaxis for General Use must also be stored with the adrenaline autoinjector for general use.

Newstead Christian School maintains general adrenaline autoinjectors and other relevant medication in the following location/s:

\* The Front Office

Policies and procedures for administering adrenaline autoinjectors are outlined in our [Medication Administration](#) policy. Generally, any used adrenaline autoinjector should accompany the student to the hospital.

Whenever a student at risk of anaphylaxis participates in activities outside of the School such as excursions and camps, the student's individual ASCIA Action Plan and both the student's

	<p>prescribed devices must be taken. One of the School’s adrenaline autoinjectors for general use must be taken with an ASCIA Action Plan for Anaphylaxis for General Use.</p>
<p><b>Management of School’s Adrenaline Autoinjector(s) for General Use</b></p>	<p>The Principal reviews all adrenaline autoinjectors for general use visually on an annual basis to make sure they are not expired or damaged. Most adrenaline autoinjectors have a one or two year expiry.</p> <p>The School adrenaline autoinjector for general use should always be used in the first instance.</p> <p>Where the School adrenaline autoinjector for general use is expired and no other device is available, the School may use this device if there is an incident of anaphylaxis.</p> <p>If there is no adrenaline autoinjector for general use available at the School, the School will use another student’s device if an incident of anaphylaxis occurs. Staff will then supervise the student whose device was used to ensure minimisation of exposure to any risks.</p>
<p><b>Other Risk Minimisation</b></p>	<p>Newstead Christian School may implement the following applicable risk minimisation strategies designed to identify allergens, prevent exposure to them and enhance our response in case of anaphylaxis.</p>
<p><b>In the Classroom</b></p>	<p>In the Classroom, teachers should:</p> <ul style="list-style-type: none"> <li>• ensure they are aware of the identity of any students who are at risk of anaphylaxis. Facial recognition in class groups is encouraged.</li> <li>• be familiar with location and use of the student's ASCIA Action Plan and adrenaline autoinjector (e.g. EpiPen® or Anapen).</li> <li>• ensure that medication is readily accessible (not in a locked cupboard or location).</li> </ul>

- be familiar with how to respond to anaphylaxis using our first aid procedures as detailed in this policy.
- liaise with parents/guardians about food-related activities ahead of time.
- use non-food treats where possible. If food treats are used in class, it is recommended that parents/guardians provide a box of safe treats for the student at risk of anaphylaxis. Treat boxes should be clearly labelled. Treats for the other students in the class should be consistent with the School's Allergy Awareness policy.
- never give food to a student who is at risk of anaphylaxis without consulting a parent/guardian. Older students can read packaging themselves and should use caution about accepting food not labelled.
- be aware of the possibility of allergens including hidden allergens in cooking, food technology, science and art classes (e.g. egg or milk cartons).
- have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.

Casual and relief teachers are:

- made aware of risk minimisation strategies and are trained to recognise and respond to an allergic reaction which may present as anaphylaxis
- provided with a copy of students' ASCIA Action Plan upon commencing employment
- required to have completed any necessary training before commencing casual employment
- required to know the signs and symptoms of an allergic reaction, know where the students ASCIA Action Plan and emergency medication are and know when and how to administer the adrenaline autoinjector.

**In the Canteen**

In the canteen:

- in the event we use an external/contracted food service provider, the provider should be able to demonstrate satisfactory training in the area of food allergen management and its implications for food handling
- with permission from parents/guardians, canteen staff (including volunteers), should be briefed about students at risk of anaphylaxis
- with permission from parents/guardians, the School may have the student's name, photo and the foods they are allergic to displayed in the canteen (facing away from easy sight of students visiting the canteen) as a reminder to staff and volunteers
- food banning is not recommended however we may choose not to stock peanut and tree nut products (including nut spreads), or replace foods which contain known allergens for our students with other suitable foods
- products labelled as containing known allergens or labelled as "May contain..." allergens for our students will not be served to students with those allergies
- staff should be aware of the potential for cross-contamination when storing, preparing, handling, displaying and serving food
- staff should ensure tables and surfaces are wiped clean regularly
- disposable paper cloths should be used to clean surfaces where students at risk of anaphylaxis will eat or have their food prepared. This reduces the risk of contamination from dish cloths used to clean off allergens
- staff should be strongly encouraged to do free training for food service staff related to allergen awareness and handling
- staff that are best trained in food allergy management should prepare food and serve students with a known food allergy.

**In the School Yard**

In the School yard:

	<ul style="list-style-type: none"><li>• a student with anaphylactic responses to insects should wear shoes at all times</li><li>• outdoor bins should be kept covered</li><li>• a student with anaphylactic responses should keep open drinks (e.g. drinks in cans) covered while outdoors</li><li>• staff trained to provide an emergency response to anaphylaxis should be readily available during non-class times (e.g. recess and lunch)</li><li>• the general use Adrenaline Autoinjector should be easily accessible</li><li>• staff on duty need to be able to communicate that there is an anaphylactic emergency without leaving the child experiencing the reaction unattended.</li></ul>
<b>During On-site Events (e.g. sporting events, in School activities, class parties)</b>	<p>During on-site events:</p> <ul style="list-style-type: none"><li>• class teachers should consult parents/carers in advance to either develop an alternative food menu or request the parents/carers to send a meal for the student</li><li>• parents/carers of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis as well as being informed of our Anaphylaxis Management Policy</li><li>• party balloons should not be used if a student is allergic to latex</li><li>• latex swimming caps and goggles should not be used by a student who is allergic to latex</li><li>• staff must know where the Adrenaline Autoinjector is located and how to access it if required</li><li>• for sporting events, it may be appropriate to take the student's Adrenaline Autoinjector to the event. Ensure that the Adrenaline Autoinjector is stored in accordance with prescribed temperatures and conditions.</li></ul>
<b>During Off-site School Settings (field trips, excursions)</b>	<p>During field trips and day excursions:</p>

	<ul style="list-style-type: none"><li>• the student’s Adrenaline Autoinjector (two are recommended), Individual Anaphylaxis Management Plan, ASCIA Action Plan for Anaphylaxis and means of contacting emergency assistance must be taken</li><li>• one or more staff members who have been trained in the recognition of anaphylaxis and administration of the Adrenaline Autoinjector should accompany the student on field trips or excursions. All staff present during the field trip or excursion need to be aware if there is a student at risk of anaphylaxis</li><li>• staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction</li><li>• parents/carers of a student at risk of anaphylaxis should be consulted in advance to discuss issues that may arise, to develop an alternative food menu or request the parent/carer to send a meal (if required)</li><li>• in primary school years, parents/carers of a student at may wish to accompany their child on field trips and/or excursions. This should be discussed with parents/carers as another strategy for supporting the student.</li><li>• consider the potential exposure to allergens when consuming food on buses.</li></ul>
<b>During Off-site School Settings (camps and remote settings)</b>	<p>During School camps and overnight excursions:</p> <ul style="list-style-type: none"><li>• when planning School camps and overnight excursions, risk management plans for students at risk of anaphylaxis should be developed in consultation with parents/carers and camp managers</li><li>• camp site/accommodation providers and airlines should be advised in advance of any student at risk of anaphylactic shock</li><li>• staff should liaise with parents/carers to develop alternative menus or allow students to bring their own meals</li><li>• camp providers should avoid stocking peanut or tree nut products, including nut spreads. Products that ‘may contain’</li></ul>

	<p>traces of peanuts/tree nuts may be served, but not to the student who is known to be allergic to peanuts/tree nuts.</p> <ul style="list-style-type: none"> <li>• use of other substances containing allergens (e.g. soaps, lotions or sunscreens containing nut oils) should be avoided</li> <li>• the student’s Adrenaline Autoinjector (two are recommended), Individual Anaphylaxis Management Plan, ASCIA Action Plan for Anaphylaxis and a mobile phone must be taken on camp</li> <li>• a team of staff who have been trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjector should accompany the student on camp. However, all staff present need to be aware if there is a student at risk of anaphylaxis</li> <li>• staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction</li> <li>• staff should be aware of what local emergency services are in the area and how to access them. Liaise with them before the camp</li> <li>• the Adrenaline Autoinjector should remain close to the student at risk of anaphylaxis and staff must be aware of its location at all times. It may be carried in the School's first aid kit, although the School can consider allowing students, particularly adolescents, to carry it on their person. Remember, staff still have a duty of care towards the student even if they carry their own Adrenaline Autoinjector</li> <li>• students with allergies to insect venoms should always wear closed shoes when outdoors</li> <li>• cooking and art and craft games should not involve the use of known allergens</li> <li>• consider the potential exposure to allergens when consuming food on buses/airlines and in cabins.</li> </ul>
<p><b>Staff Responsibilities</b></p>	<p>All staff must follow the anaphylaxis management guidelines set out in this Policy.</p>
<p><b>Signage</b></p>	<p>Copies of the ASCIA Action Plans posted in the staffroom with</p>



	<p>first aid procedures.</p> <p>With permission from parents/guardians (and older students), it may be appropriate to have a student's name, photo and the food/insect they are allergic to, displayed in other locations around the School.</p>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• School premises inspections (to identify wasp and bee hives)</li> <li>• staff training and supervision</li> <li>• maintenance of student medical records</li> <li>• effective incident notification procedures</li> <li>• effective communication with the student at risk and their parent/guardian</li> <li>• effective communication procedures with the School community including all students' parents/guardians</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	<p>Where a staff member breaches this policy, Newstead Christian School may take disciplinary action.</p>

## Individual Anaphylaxis Management Plans

This page is applicable to Victorian Schools only, if you would like to also access this information, please contact your CompliSpace Consultant.

## Adrenaline Autoinjectors – Purchase, Storage and Use

This page is applicable to Victorian Schools only, if you would like to also access this information, please contact your CompliSpace Consultant.

## Communication Plan – Anaphylaxis

This page is applicable to Victorian Schools only, if you would like to also access this information, please contact your CompliSpace Consultant.

## Emergency Response Procedures – Anaphylaxis

This page is applicable to Victorian Schools only, if you would like to also access this information, please contact your CompliSpace Consultant.

## Risk Minimisation Strategies – Anaphylaxis

This page is applicable to Victorian Schools only, if you would like to also access this information, please contact your CompliSpace Consultant.

## Anaphylaxis Training and Briefings

This page is applicable to Victorian Schools only, if you would like to also access this information, please contact your CompliSpace Consultant.

## Asthma Management

<b>Asthma Management</b>	<p>Asthma affects around 10 per cent of Australian children and is one of the most common reasons for school absenteeism and hospital admission in school-aged children.</p> <p>Asthma attacks must be identified quickly and treated correctly to ensure the best outcome for students affected. Teachers and staff must be aware of the symptoms, triggers and best practice management of asthma so they can assist their asthmatic students while at the School.</p> <p>If you think a student may be having a serious asthma attack, call an ambulance and give the student blue/grey reliever medication as described in the <a href="#">Asthma First Aid Plan</a>.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to supporting students who suffer from asthma and assisting them to participate in all School activities. It is our policy that:</p> <ul style="list-style-type: none"><li>• we provide a clear set of guidelines for the management of asthma in our School. The guidelines in this Policy have</li></ul>

	<p>been developed having regard to the publications of Asthma Australia and the National Asthma Council of Australia.</p> <ul style="list-style-type: none"><li>• we establish procedures for responding to and dealing with students who have been diagnosed with asthma and procedures for responding to an asthma attack</li><li>• we identify and, where possible, minimise asthma triggers identified on a student’s health plan</li><li>• student medical records and Asthma Action Plans are communicated to relevant staff in a confidential manner, stored appropriately and updated yearly</li><li>• where possible, we encourage students with asthma to self-administer medication and keep it on their person at all times</li><li>• we inform parents/carers as soon as possible of concerns regarding a student’s asthma, particularly where it is limiting the student’s ability to participate fully in all activities</li><li>• where necessary, we modify activities for the student with asthma in accordance with their needs</li><li>• we provide education, support and resources for staff, parents/carers, students and the wider School community on asthma awareness</li><li>• we place Asthma Emergency Kits – spacer devices, reliever medication and Asthma First Aid Action Plans – in appropriate areas within the School and ensure staff know where to access them</li><li>• key staff are trained to provide Asthma First Aid and how to use the equipment and medication in our Asthma Emergency Kits</li><li>• we display emergency Asthma First Aid posters in key locations around the School.</li></ul>
<b>Asthma Triggers</b>	<p>Triggers which may cause an asthma attack include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• hay fever</li><li>• air quality</li></ul>

	<ul style="list-style-type: none"><li>• thunderstorms</li><li>• bushfire smoke</li><li>• colds and flus</li><li>• exercise</li><li>• smoke e.g. cigarette, wood fire smoke</li><li>• dust, pollens and allergens</li><li>• certain medications</li><li>• some foods or preservatives</li><li>• extreme weather and sudden changes in the weather</li></ul> <p>With the exception of exercise, asthma triggers should be avoided.</p>
<b>How to Recognise an Asthma Attack</b>	<p>The symptoms of asthma depend on whether the attack is mild/moderate, severe or life-threatening:</p> <p><b>Mild/Moderate Attack:</b> Symptoms include:</p> <ul style="list-style-type: none"><li>• coughing</li><li>• soft wheezing</li><li>• minor trouble breathing.</li></ul> <p>A student experiencing a Mild/Moderate Attack should still be able to walk/move around and talk in full sentences.</p> <p><b>Severe Attack:</b> Symptoms include:</p> <ul style="list-style-type: none"><li>• persistent coughing</li><li>• loud wheezing</li><li>• obvious difficulty breathing</li><li>• inability to speak a full sentence in one breath</li><li>• tugging in of the skin between the ribs or at the base of the neck</li><li>• reliever medication not lasting as long as usual.</li></ul> <p><b>Life-threatening Attack:</b> Symptoms include:</p> <ul style="list-style-type: none"><li>• wheezing/coughing may be absent</li><li>• confused or exhausted</li></ul>

	<ul style="list-style-type: none"><li>• turning blue</li><li>• gasping for breath</li><li>• collapsing</li><li>• not responding to reliever medication.</li></ul> <p>Whether or not the student is known to have asthma, no harm is likely to result from giving reliever medication to someone without asthma.</p> <p>If you think a student may be having an asthma attack, give blue/grey reliever medication as described in the Asthma First Aid Plan. Call an ambulance if:</p> <ul style="list-style-type: none"><li>• the student is showing symptoms of a severe or life-threatening asthma attack</li><li>• the student is not breathing</li><li>• the student’s asthma suddenly becomes worse or is not improving</li><li>• the student is having an asthma attack and a reliever is not accessible</li><li>• you are not sure if the student has asthma or they are known to have Anaphylaxis.</li></ul>
<b>Recognising Symptoms of Poorly Controlled Asthma</b>	<p>The following are indicators that a student’s asthma is poorly controlled:</p> <ul style="list-style-type: none"><li>• frequent absenteeism from school due to asthma</li><li>• students regularly use their reliever medication more than two times per week to ease asthma symptoms</li><li>• tiredness/poor concentration</li><li>• student is unable to exercise or play sport due to asthma</li></ul> <p>If you recognise a student who may have poorly controlled asthma, consider informing the parents/carers so that they can seek medical advice.</p>
<b>Asthma Management Procedures</b>	Newstead Christian School has developed the following work practices and procedures for managing asthma:

<b><i>Asthma First Aid Plan</i></b>	In an asthma emergency follow the student's Asthma Action Plan (if easily accessible) or the <u>Asthma First Aid Plan</u> .
<b><i>Maintenance of Medical Records</i></b>	<p>Parents/carers are requested to notify Newstead Christian School of all medical conditions including asthma, as well as any medication that a student is required to take on an ongoing basis.</p> <p>Student medical records are maintained in accordance with our <u>Student Medical Records</u> policy which includes a provision to ensure that Newstead Christian School is regularly updated as to the status of existing medical conditions including asthma.</p>
<b><i>Asthma Action Plan</i></b>	<p>An Asthma Action Plan is a written set of instructions prepared in partnership with the student's doctor that helps students to manage their asthma at different times.</p> <p>The student's Asthma Action Plan should include:</p> <ul style="list-style-type: none"><li>• a list of their usual asthma medications, including doses</li><li>• instructions on what to do when the asthma gets worse (including when to take extra doses or extra medicines, and when to contact a doctor or go to the emergency department)</li><li>• what to do in an asthma emergency</li><li>• the name of their doctor or other health professional that assisted in developing the plan.</li></ul> <p>Early attention to worsening asthma may prevent students from having a severe or life-threatening attack. Staff should encourage the parents/carers of students to ask their doctor for a written Asthma Action Plan.</p> <p>For every student with asthma there should be a written Asthma Action Plan provided to the School.</p> <p>The Asthma Action Plan should be stored appropriately and updated yearly. It should be communicated to relevant staff in a confidential manner.</p>

	<p>Each staff member shall fulfil their agreed roles as documented in a student's Asthma Action Plan and the School shall inform parents/carers as soon as possible of concerns regarding the student's health care.</p>
<b><i>Bushfire Preparation</i></b>	<p>During periods when the school is considered to be in a "high-risk bushfire zone", staff and teachers should ensure that each student with asthma:</p> <ul style="list-style-type: none"><li>• has a reliever on their persons at all times</li><li>• has their asthma action plan and spare medication stored in a location that is easily accessible should evacuation be required.</li></ul>
<b><i>Administering Prescribed Medication</i></b>	<p>Parents/carers of students who require prescribed asthma medication to be administered during school hours must notify the School of this requirement and collaborate with the School to work out arrangements for supply, administration and storage of the prescribed medication.</p> <p>Students who have been diagnosed with asthma should carry their blue/grey reliever medication at all times while at the School in case they need to use it, particularly for an asthma emergency. The regular use of the blue/grey reliever medication more than two days a week may be a sign that the asthma is not being well managed. Staff members should be alert for such usage and shall inform parents as soon as possible of concerns regarding the student's health care.</p> <p>For more information, refer to our <a href="#">Medication Administration</a> policy.</p>
<b><i>Asthma Emergency Kits</i></b>	<p>Asthma Emergency Kits can be purchased from Asthma Australia or the Asthma Foundation and reliever medication is available from pharmacies.</p> <p>An Asthma Emergency Kit should contain:</p>

- at least two disposable spacers (e.g. Lite Aire®)
- an in-date reliever medication
- alcohol swabs
- instructions for use and cleaning.

Newstead Christian School keeps Asthma Emergency Kits in the following locations:

\* The Front Office

A record should be made in the Log Book located in the Front Office on each occasion the Asthma Emergency Kits are used.

Asthma Emergency Kits will be checked regularly to ensure they are well-maintained and stocked appropriately.

### ***Exercise Induced Attack***

Exercise is important for health and development. Students with asthma should be encouraged to be active. With good management, most students with asthma can exercise normally.

Any sporting activity (except SCUBA diving) is suitable for students with asthma.

School staff need to be particularly alert for asthma symptoms when students are participating in sports carnivals or endurance events (e.g. cross country). Asthma Emergency Kits should be made available if required, and staff trained in asthma management should attend such events.

The following guidelines have been developed using the [Fact Sheet](#) produced by Asthma Australia for dealing with Exercise Induced Bronchoconstriction (EIB) (formerly known as Exercise Induced Asthma).

EIB is temporary narrowing of the lower airways, occurring after vigorous exercise. While EIB can occur without asthma, up to 90 per cent of people with asthma experience EIB.

**Before Exercise:**



Students who suffer from EIB should exercise in a warm and humid environment wherever possible, and avoid environments with high levels of allergens, pollution, irritant gases or airborne particles.

Students should also:

- use their blue/grey reliever or doctor recommended medication 5-20 minutes before exercising
- always warm up before exercise or activity
- always carry or have their reliever medication close by in case it is needed.

**During Exercise:**

Students should:

- breathe through their nose to help warm and humidify the air (or use a mask to filter the air)
- if symptoms occur stop activity and take blue/grey reliever or doctor recommended medication
- return to activity only if free of symptoms
- if symptoms reoccur, take blue/grey reliever or doctor recommended medication and do not return to activity.

**After Exercise:**

Students should:

- always cool down after exercising, and be alert for asthma symptom
- breathe through their nose, covering their mouth in cold or dry weather.

Exercise should only be avoided when the student is unwell or when symptoms of asthma are present. Always notify parents/carers of any asthma incident.

***Bushfire Smoke Induced***

Bushfire smoke produces fine particulate matter that can

## **Attack**

exacerbate asthma and trigger symptoms, such as wheezing, breathlessness, coughing or chest tightness.

During periods of bushfire, teachers and staff should regularly check air quality information. Air quality is measured using the Air Quality Index (AQI), which standardises the measurement of the presence of certain gases and particulate matter (including those produced by bushfire smoke) in the air. The AQI can assist in determining appropriate control measures to reduce the risk of an asthma attack, including adjusting the level of or cancelling outdoor activities.

The following table shows AQI categories and the correlating acceptable level of activity:

<b>AQI</b>	<b>Category</b>	<b>What does this mean?</b>
0-33	Very Good	Enjoy normal activities.
34-66	Good	Enjoy normal activities.
67-99	Fair	People unusually sensitive* to air pollution should reduce or reschedule strenuous outdoor activities.
100-149	Poor	Sensitive groups** should reduce or reschedule strenuous outdoor activities.
150-199	Very Poor	Sensitive groups should avoid strenuous outdoor activities.
200+	Hazardous	Sensitive groups should avoid all outdoor activities.

*\* There is no definition for “unusually sensitive” but is likely to include children with asthma*

*\*\*Sensitive groups include all children*

It is important to be aware that bushfire smoke and debris can linger long after the actual bushfire has subsided. Winds can also carry smoke and debris to areas not directly affected by bushfires.

	<p>Students should stay indoors with windows closed and vents blocked if hazard-reduction burns or bushfire smoke is in the school area and avoid physical activity on high-pollution days or if smoke is in the air.</p> <p>On days when the air quality is Insert level or category of air quality that will force a school closure the school will be closed. All parents will be notified of school closures by Insert method/s for communicating with parents/carers if the school is closed due to poor air quality .</p>
<b><i>Thunderstorm</i></b>	<p>“Thunderstorm asthma” is an asthma event triggered by an uncommon combination of high grass pollen levels and a certain type of thunderstorm that sweeps up pollen grains from grasses and carries it a long distance. Thunderstorm asthmas can be very serious for people with asthma.</p> <p>The School should be aware of forecast thunderstorms in the pollen season, particularly on days with a HIGH or EXTREME pollen count. Where possible, students should stay indoors with doors and windows closed until the storm front has passed.</p>
<b>Staff Responsibilities</b>	<p>All staff are expected to:</p> <ul style="list-style-type: none"><li>• be familiar with the School’s asthma management policy</li><li>• be familiar with <u><a href="#">Asthma First Aid Plan</a></u></li><li>• know the students with asthma in their care</li><li>• know where the Asthma Emergency Kits are in the School</li><li>• know how to implement First Aid treatment in the event of an asthma attack</li><li>• access students’ written Asthma Action Plans as required</li><li>• know asthma triggers and how to recognise asthma symptoms</li><li>• know that use of a spacer with a puffer is more effective than puffer alone</li></ul>

	<ul style="list-style-type: none"><li>• Know that asthma puffers have an expiry date and to check asthma puffers regularly</li><li>• always inform parents/carers of an asthma incident</li></ul> <p>Asthma is a serious condition. Asthma Australia provides training for School staff to understand and manage asthma and be able to administer Asthma First Aid.</p>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"><li>• staff training</li><li>• the availability of asthma emergency kits</li><li>• individual asthma action plans</li><li>• effective incident notification procedures</li><li>• effective communication procedures</li><li>• allocation of the overall responsibility for this Policy to a senior member of staff</li><li>• initiation of corrective actions where necessary.</li></ul>

## Identifying Asthma - Causes, Signs and Symptoms

This page is only relevant to Victorian Non-Government Schools using the [Department of Education and Training's Asthma Guidelines](#). You can use the orange slider in the left-hand menu to 'hide' this page.

## Individual Asthma Risk Minimisation Plans

This page is only relevant to Victorian Non-Government Schools using the [Department of Education and Training's Asthma Guidelines](#). You can use the orange slider in the left-hand menu to 'hide' this page.

## Asthma Emergency Kits and Reliever Medication

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## Asthma Communication Plan

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## Asthma Communication Plan Template

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## Asthma Planning and Emergency Response Procedures

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## Prevention Strategies

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## Asthma Training and Briefings

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## Asthma Action Plans

<b>Student's Asthma Action Plan</b>	A student's Asthma Action Plan must be completed by the student's doctor in consultation with their parents/guardians. Asthma Action Plans must be completed by a health professional and updated at least once every 12 months.
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	<p>In an asthma emergency, the student's Action Plan must be followed if it is easily accessible.</p> <p>In addition, the School may request that the student provides a completed template action plan using the templates developed by Asthma Australia and the National Asthma Council.</p>
<b>Asthma Action Plan Templates</b>	<p>To assist staff in identifying asthma signs and symptoms, including their severity and action to be taken, Asthma Australia and the National Asthma Council have developed preferred Action Plans for use in schools.</p> <p>The templates below are used for staff reference and must be completed and signed by the student's treating medical doctor or nurse practitioner:</p> <ul style="list-style-type: none"><li>• <a href="#"><u>Action Plan – Bricanyl Turbuhaler</u></a></li><li>• <a href="#"><u>Action Plan – Symbicort Rapihaler</u></a></li><li>• <a href="#"><u>Action Plan – Symbicort Turbuhaler</u></a></li><li>• <a href="#"><u>Action Plan – Puffer Alone</u></a></li></ul> <p>The Action Plan Templates are designed to complement, rather than replace, the student's Asthma Management Plan. While any written Action Plan in use by a student and communicated to the School will be sufficient for the School's asthma management procedures, the School may request that the student provides a completed Asthma Action Plan using one of the templates from the list above.</p>

## Attention Deficit-Hyperactivity Disorder

<b>Attention Deficit/Hyperactivity Disorder</b>	<p>Attention deficit hyperactivity disorder (ADHD) is a common developmental condition which begins in childhood and often persists through adolescence and into adult life. The common symptoms of ADHD include inattention, hyperactivity and impulsiveness which are above and beyond what is normal for a child of the same age and developmental stage.</p>
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	<p>ADHD can significantly impact on a student's ability to function in school and left untreated, ADHD may also contribute to the development of other related mental health issues such as anxiety and depression.</p>
<b>Common Signs of ADHD</b>	<p>The following are common signs and symptoms of ADHD:</p> <p><b>Inattention</b> - Difficulty concentrating, forgetting instructions, moving from one task to another without completing anything.</p> <p><b>Impulsivity</b> - Talking over the top of others, losing control of emotions easily, being accident prone.</p> <p><b>Overactivity</b> - Constant fidgeting and restlessness.</p>
<b>Disability Discrimination</b>	<p>Under the Disability Discrimination Act 1992 (Cth) (the Act) and Disability Standards for Education (2005), schools have a legal obligation to ensure the inclusion of students with a disability and teachers are legally required to adapt their teaching as necessary to meet the needs of children with ADHD. ADHD meets the criteria as a disability under the Act. For more information, refer to our <a href="#">Disability Discrimination Policy</a>.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School recognises the need for a consistent and supportive approach for students diagnosed with ADHD. It is our policy that:</p> <ul style="list-style-type: none"><li>• we meet our obligations under the Act and Disability Standards for Education (2005) that provide for explicit planning and review of support strategies and services for students with ADHD</li><li>• we respond to and deal with students who have been diagnosed with ADHD, in accordance with this policy</li><li>• we provide education, support and resources for staff, parents, students and the wider School community on the issue</li><li>• teaching staff be trained to recognise symptoms of ADHD</li></ul>

	<ul style="list-style-type: none"> <li>teaching staff be trained as to how to deal appropriately with children who have ADHD.</li> </ul>
<b>Safe Work Practices</b>	Newstead Christian School has developed the following work practices and procedures for managing ADHD:
<b>Maintenance of Medical Records</b>	<p>Parents are requested to notify the School of all medical conditions including ADHD as well as any medication that a student is required to take on an ongoing basis.</p> <p>Student medical records are maintained in accordance with our <u>Student Medical Records</u> policy which includes a provision to ensure that Newstead Christian School is regularly updated as to the status of existing medical conditions.</p>
<b>ADHD Support Plan</b>	<p>Where requested by a parent/carer or considered prudent by the School, an ADHD Support Plan should be developed for each student taking into account:</p> <ul style="list-style-type: none"> <li>agreed roles and responsibilities of the School, parents, teachers and students</li> <li>academic expectations</li> <li>agreed behaviour management strategies</li> <li>agreed learning outcomes and strategies</li> <li>liaison procedures between parties; and</li> <li>regular review procedures.</li> </ul> <p>The ADHD Support Plan shall be stored appropriately and updated regularly. It should be communicated to relevant staff in a confidential manner.</p> <p>Each staff member shall fulfil their agreed roles as documented in a student's individual support plan and the School will inform parents/carers as soon as possible of concerns regarding a student's health care, learning and behaviour management needs.</p>
<b>Administering Medication</b>	If a student is required to take prescribed ADHD medication during school hours, written medical advice should be provided and the



	<p>medication administered in accordance with the School's <u>Medication Administration</u> policy.</p>
<p><b>Staff Responsibilities</b></p>	<p>All staff must:</p> <ul style="list-style-type: none"> <li>• have the knowledge and skills to support and manage students who have ADHD and to fulfil their agreed roles if included in a student's support plan</li> <li>• be familiar with the medical records and individual student support plans of students in their care, respecting the confidential nature of the information at all times</li> <li>• plan and implement learning strategies that are inclusive of students diagnosed with ADHD while providing opportunities for the student to take responsibility for their behaviour in a manner that reflects age, stage of development and capability</li> <li>• work with other staff and professionals, in consultation with parents, and continually document observations of the student's behaviour and learning; and</li> <li>• notify the Principal and inform parents/carers as soon as possible of concerns regarding management of the student's health care, learning and behaviour management needs.</li> </ul> <p>When a teacher suspects a student has ADHD they should document their concerns and observations and provide this to the Learning Support Coordinator and the Principal as soon as possible.</p>
<p><b>Implementation</b></p>	<p>The Principal and authorised delegates are responsible for the effective implementation of this Policy.</p>
<p><b>Discipline for Breach of Policy</b></p>	<p>Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.</p>

## Bites and Stings

This policy follows the authority provided in Guidelines from Government Health Departments and has been developed with review by an external medical authority.

<b>Bites and Stings</b>	<p>Insect bites and stings are relatively common in schools. The effects can vary from relatively minor reactions or injuries that may or may not require first aid, to severe reactions such as anaphylactic shock that can be potentially life-threatening.</p> <p>The nature of a reaction to a bite or sting will vary depending on the source and extent of the bite or sting, and the degree of allergy a student has. For details on how we manage allergy awareness at the School refer to our <a href="#">Allergy Awareness</a> policy.</p> <p>For details on how we manage anaphylaxis at the School refer to <a href="#">Anaphylaxis Management</a>.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe environment for all our students. It is our policy that:</p> <ul style="list-style-type: none"><li>• staff should take all reasonable measures to protect students under their care from the risk of bites and stings</li><li>• although bites and stings cannot be completely avoided, preventative measures should be implemented where possible to minimise risk to students.</li></ul>
<b>Preventative Strategies</b>	<p>The risks associated with bites and stings can be reduced by:</p> <ul style="list-style-type: none"><li>• clearly identifying all students who are known to suffer from severe allergic reactions and managing their health in accordance with our <a href="#">Allergy Awareness policy</a> and <a href="#">Anaphylaxis Management policy</a>.</li><li>• prompt management of bees, wasps and ant nests</li><li>• prompt removal of potentially dangerous animals (e.g. stray dogs) from the School grounds</li><li>• staff ensuring that food and drinks are covered while outdoors as insects are attracted to these, keeping in mind any students at risk of an allergic reaction</li><li>• avoiding situations where students provoke insects or animals</li></ul>

	<ul style="list-style-type: none"><li>• always wearing shoes when outdoors as stings often occur on bare feet</li><li>• reporting any above normal presence of bees or wasps at the School</li><li>• staff being observant of situations where a student may be exposed to the risk of stings or bites and taking preventative action to remove students from the source of these risks</li><li>• maintenance staff should carry out routine checks for wasps' nests at the School and the area should be isolated if there is a risk to students.</li></ul>
<b>Incident Response Procedures</b>	<p>In the event of a severe allergic reaction or anaphylaxis, the School follows the procedure set out in the <a href="#">Anaphylaxis Management</a> policy.</p> <p>In other situations, the following treatments should be followed depending on the source of the sting or bite.</p>
<b><i>Bee Stings</i></b>	<p>A bee sting should be removed by scraping the sting sideways with a fingernail or the side of a knife. The barb contains a tiny venom sac which, if squeezed, will cause additional venom to be injected into the wound. Wipe the site clean and apply a cold compress.</p> <p>Be aware that some people can have a very severe reaction to bee stings. If there is any history or sign of allergic reaction, the situation could well become a very serious medical emergency, and prompt medical attention will be necessary. In this case follow our <a href="#">Anaphylaxis Management policy</a>.</p>
<b><i>Spiders, Centipedes and Scorpions</i></b>	<p>Except for the Funnel Web Spider, all spider bites, including the Red Back, together with those from centipedes and scorpions, are treated with cold compresses.</p> <p>This will slow the spread of venom (not stop it) which will allow the natural defence mechanisms of the body to deal with the venom at a rate it can handle.</p>

	<p>Bites from these creatures rarely result in major medical emergencies. Medical attention should, however, still be sought. If the nature of the bite is uncertain, the student should be observed by first aid trained staff or at a medical facility, clinic or hospital for any other adverse reactions.</p> <p>If a person does have an adverse reaction to a spider bite, use the DRSABCD plan described in our <a href="#">First Aid policy</a>.</p>
<b>Snake Bites</b>	<p>It is most important that the patient is calmed as much as possible and not permitted to move around. The more active and agitated a person is, potentially, the faster the venom is spread through the system.</p> <p><b>Do not</b> apply a tourniquet.</p> <p><b>Do not</b> cut the wound site.</p> <p><b>Do not</b> try to suck the venom out of the wound.</p> <p><b>Do not</b> wash the venom off the surrounding skin. It will aid in identifying the snake.</p> <p><b>Do not</b> try to catch the snake; you may become the second victim.</p> <p>A photo taken on a camera phone without putting anyone at risk could be very helpful for medical staff in later identification.</p> <p>First aid treatment for snake bite consists of using the "Pressure Immobilisation" method of bandaging. This requires the use of wide strips of bandages, preferably conforming gauze or crepe, about 15 cm in width.</p> <ol style="list-style-type: none"><li>1. Start by bandaging over the site of the injury and then down to the end of the limb (i.e. the toes or fingers). The pressure applied by the bandage must be sufficient to compress soft tissue without restricting deeper blood vessels. The bandage should be firm but not tight.</li></ol>

	<ol style="list-style-type: none"><li>2. The bandages are then applied all the way up the limb to the groin or armpit.</li><li>3. A splint is applied to limit the possible movement of the limb and secured in place with further bandages.</li><li>4. The patient must be immobilised. Bring the transport to the patient and take them immediately to the nearest medical facility as a matter of urgency. If possible, advise the medical facility of the situation beforehand so that they can prepare for your arrival.</li><li>5. Once applied, never remove the bandaging. Doing so must only occur in a medical facility under the care of appropriately qualified staff. Releasing the pressure before this time will result in sudden systemic envenomation which is highly dangerous for the patient.</li></ol>
<b>Ticks</b>	<p>Most bush ticks cause only minor discomfort. One type of tick found on the east coast of Australia, the Paralysis Tick, can cause more severe problems.</p> <p>Ticks generally secrete themselves in body crevices where they engorge themselves on the host's blood. The way to remove them is with a pair of tweezers. With a blade on either side of the tick, carefully lever it all out taking care not to break parts off, especially its mouth. Any part of the tick left in the wound will result in infection.</p> <p>If a tick has been discovered on a person, carefully check for others, particularly in their hair and in body crevices.</p> <p>Signs and symptoms of adverse reaction to Paralysis Ticks include:</p> <ul style="list-style-type: none"><li>• weakness of the face and upper eyelids</li><li>• weakness progressing to the arms and breathing muscles.</li></ul> <p>If the patient is displaying such symptoms, urgent medical attention should be sought by calling 000 immediately.</p>

<b>Staff Responsibilities</b>	Staff must follow the guidelines in this policy in conjunction with our <u>Anaphylaxis Management</u> and <u>Allergy Awareness</u> policies.
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• playground and classroom inspections</li> <li>• availability of first aid facilities and trained first aiders</li> <li>• staff training and supervision</li> <li>• effective notification procedures</li> <li>• effective communication procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy, Newstead Christian School may take disciplinary action.

## Concussion Policy

<b>Concussion</b>	<p>Concussion is a type of brain injury caused by a blow to the head or anywhere on the body, which transmits a force to the head. Most commonly, it causes temporary impairment and the symptoms may develop over the hours or days following the injury. This means that it may be difficult to determine, by either staff, parents or medical practitioners, immediately after the injury whether a person is concussed. Cognitive functions in children and adolescents may be affected for up to the two months following concussion.</p> <p>Concussion occurs most often in sports which involve body contact, collision or high speed. In most cases a person will recover from concussion without intervention, provided they have an adequate period of rest in order to recover.</p>
<b>Newstead Christian School's Policy</b>	Newstead Christian School acknowledges that it is not feasible to eliminate the risk of concussion in sport. However, it is committed to responding to suspected or actual concussion in a way that facilitates the recovery of the student and does not put them at risk of further harm. It is our policy that:

	<ul style="list-style-type: none"><li>• a student suspected of having concussion will be removed from sport and not allowed to return to sport that day</li><li>• a student who has been hit in the head or the body showing some symptoms where concussion cannot be ruled out, will be treated as if they have concussion - 'if in doubt sit it out'</li><li>• the School will work together with parents to ensure that a student with actual or suspected concussion obtains medical attention and only returns to school and to sport under appropriate guidance</li><li>• any student who has a diagnosed concussion will not return to sport until 48 hours after all of the symptoms of concussion have stopped</li><li>• when recovering from concussion, the priority will be for the student to return to learning before returning to sport</li><li>• students are encouraged to wear helmets, mouth guards or other protective equipment, even though they may not be instrumental in preventing concussion, as they do prevent other types of head injuries such as skull fracture and subdural haematoma</li><li>• staff will be trained in how to identify the possible symptoms of concussion and the immediate action they will need to take to ensure the safety of students who are suspected of being concussed</li><li>• staff will be briefed on how to treat a student returning to school and physical activity following a concussion; and</li><li>• a student who has been concussed who returns to school will be provided with a modified learning program if required, and a graduated return to sport.</li></ul>
<b>Immediate Symptoms</b>	<p>The following symptoms may be present immediately after being hit:</p> <ul style="list-style-type: none"><li>• loss of consciousness</li><li>• lying motionless, slow to get up</li><li>• seizure</li><li>• confusion, disorientation</li><li>• memory impairment</li></ul>

	<ul style="list-style-type: none"><li>• balance disturbance</li><li>• nausea or vomiting</li><li>• headache or 'pressure' in the head</li><li>• visual or hearing disturbance</li><li>• dazed, blank/vacant stare; and/or</li><li>• behaviour or emotional changes, 'not themselves'</li></ul> <p>Staff will be issued with the <u>Pocket Concussion Recognition Tool</u> to assist them with making a tentative diagnosis.</p>
<b>Initial Response</b>	<p>There should be immediate referral to an emergency department if any of the following occurs:</p> <ul style="list-style-type: none"><li>• neck pain</li><li>• increasing confusion or irritability</li><li>• repeated vomiting</li><li>• seizure or convulsion</li><li>• weakness or tingling/burning in the arms or legs</li><li>• deteriorating conscious state</li><li>• severe or increasing headache</li><li>• unusual behavioural change</li><li>• visual or hearing disturbance</li></ul> <p>For all other concussion symptoms, the following action should be taken:</p> <ul style="list-style-type: none"><li>• immediate and permanent removal from sport or activity on that day</li><li>• take normal first aid precautions including neck protection</li><li>• refer to Medical Practitioner as soon as practical</li></ul>
<b>Following Diagnosis of Concussion</b>	<p>Following a diagnosis of concussion, the student should have complete physical and cognitive rest. They should only return to learning after being symptom free for at least 48 hours.</p> <p>The return to learning may require that the student be given a reduced workload and /or more frequent breaks. If there is a recurrence of concussion symptoms, the student should return to</p>



complete cognitive and physical rest. Return to sport should be graduated along the following steps, and any recurrence of symptoms will require a return to the previous step for at least 24 hours:

1. After the student has returned to learning without a recurrence of concussion symptoms, after 24 hours they may participate in light aerobic activity.
2. If there is no recurrence of symptoms after 24 hours, then the student may participate in basic sport-specific drills which are non-contact and no likelihood of head impact.
3. If there is no recurrence of symptoms after 24 hours, then the student may participate in more complex sport-specific drills which are non-contact (this may include resistance training).
4. A return to contact activities (not full training) should only occur a minimum of 14 days after complete absence of any concussion symptoms.
5. A medical practitioner should review the student before the student returns to full contact training.

If there is no recurrence of concussion symptoms 24 hours after full contact training, then the student may return to the sport.

### **Role of Parents/Carers**

Parents/carers are instrumental in working with the School to manage student concussions. While watching students, parents/carers may also see an injury or a delayed sign or symptom that a School staff member or first aid officer did not witness and therefore provide important information.

Parents/carers are required to:

- notify the School of all medical conditions including details regarding previous concussions and relevant medical conditions to ensure the school has the correct procedures in place
- notify the School if the student has suffered concussion at a non-School event as well as measures put in place by a

	<p>Medical Practitioner.</p> <p>Where concussion occurred at School, the parent/carer should:</p> <ul style="list-style-type: none"> <li>• notify the School of the medical treatment and advice received from a Medical Practitioner</li> <li>• provide clearance from the Medical Practitioner where requested by the School as a precondition to returning the student to sport</li> <li>• comply with staff directions for time out of School for the student’s condition if required in accordance with this Policy.</li> </ul>
<b>Incident Reporting and Record –Keeping</b>	Staff must report any actual or suspected case of concussion as soon as practicable.
<b>Implementation</b>	<p>This Policy is implemented though a combination of:</p> <ul style="list-style-type: none"> <li>• staff education and training (as appropriate)</li> <li>• communication and coordination with parents/carers</li> <li>• incident notification</li> <li>• initiation of strategies to address students returning from concussion.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy in relation to returning the student to sport the School may take disciplinary action, including, in serious cases, dismissal.

## Diabetes Management

<b>Diabetes</b>	<p>Diabetes is a medical condition that involves the body producing insufficient amounts of insulin. Insulin is a hormone that is essential for the conversion of glucose (sugar) from food into energy.</p> <p>There are two main types of diabetes:</p> <ul style="list-style-type: none"> <li>• <u>Type 1 diabetes</u> is more common in children or adolescents although it can occur at any age. It is caused by a lack of</li> </ul>
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	<p>insulin produced in the body and is fatal without insulin injections.</p> <ul style="list-style-type: none"><li>• <u>Type 2 diabetes</u> is more common in adults. The causes of this disease are lifestyle factors such as obesity, lack of regular exercise and overeating. It is treated by diet, exercise and occasionally insulin injections. Unfortunately, due to unhealthy lifestyles, some teenagers are exhibiting type 2 diabetes.</li></ul> <p>Treatment for diabetes involves balancing the level of glucose in the body so that it is neither too high nor too low. Where this balance is not achieved a person may experience either hypoglycaemia or hyperglycaemia (see below), both of which can be fatal without proper care.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to supporting diabetic students and assisting them to participate in all School activities.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• we provide a clear set of guidelines for the management of diabetes in our School. The guidelines in this policy have been developed having regard to the publications of Diabetes Kids and Teens from the Australia Diabetes Council</li><li>• we establish procedures for assisting students manage their diabetes and respond to hypoglycaemia or hyperglycaemia</li><li>• individual health care plans incorporating medical recommendations are developed and updated regularly with the School, in association with the parents/guardians and medical practitioner</li><li>• individual health care plans are displayed in key locations around the School</li><li>• where possible, we encourage students to manage their diabetes independently and keep all necessary equipment with them at all times</li></ul>

	<ul style="list-style-type: none"><li>• we inform parents/carers as soon as possible of concerns regarding the diabetic student, particularly where it is limiting the student's ability to participate fully in all activities</li><li>• where necessary, we modify activities for the diabetic student in accordance with their needs</li><li>• we provide education, support and resources for staff, parents/carers, students and the wider School community on diabetes awareness</li><li>• our staff are trained to provide diabetes first aid and how to use the relevant equipment; and</li><li>• special consideration (e.g. exams), additional privileges (e.g. extra eating and toilet breaks, privacy to inject insulin or use their insulin pump) and additional supervision is provided to diabetic students.</li></ul>
<b>Hypoglycaemia (Hypo)</b>	<p>Low blood glucose levels or hypoglycaemia (hypo) is caused by too much insulin and/or exercise, or not enough carbohydrate foods. This causes deterioration of brain function and behaviour as the brain is not supplied with enough glucose. Treatment is needed to promptly raise the blood glucose level.</p> <p><b>Symptoms</b></p> <ul style="list-style-type: none"><li>• sweating, paleness, trembling, hunger and weakness</li><li>• being disoriented, unaware or seemingly intoxicated</li><li>• inability to drink and swallow</li><li>• unconsciousness or seizures</li></ul> <p><b>Treatment</b></p> <p><u>Mild to Moderately Severe Hypo</u></p> <p>The following hypoglycaemia treatment guidelines have been produced by the Australian Diabetes Council for kids and teens.</p> <p>Mild to moderately severe hypos are treated by giving sugar containing food or drink by mouth.</p>

### Remember to:

- never leave a child with hypo alone
- act swiftly - early treatment will prevent a mild hypo progressing to a severe one. If in doubt, TREAT.
- Give easily absorbed carbohydrate foods. Any ONE of the following:
  - fruit juice (1/3 to ½ glass or 125-200ml)
  - sugar containing soft drink (1/3 to ½ can or 125 to 200ml)
  - glucose tablets equivalent to 10-15 grams (2-3)
  - sugar, honey, sweetened condensed milk or jam (2-3 teaspoons)
  - jellybeans (4 large or 7 small).

Repeat this treatment if there has been no positive response within 10-15 minutes.

Follow up by giving additional carbohydrate food. After approximately 10 to 15 minutes, or once a positive response is evident, give some carbohydrate food (bread, biscuits, pasta, equivalent to one slice of bread).

Adult supervision is needed until the student has fully recovered.

After 15-30 minutes of treatment and there is visible improvement of symptoms, students may return to normal School activities. If symptoms remain notify parents/carers, School nurse or call an ambulance.

### **Severe Hypo**

Severe hypo causes unconsciousness, seizures or extreme disorientation. It requires urgent treatment in the form of a special injection of medication called Glucagon. Call an ambulance and refer to our First Aid Policy. Food or drink should not be given to unconscious people.

## **Hyperglycaemia**

	<p>High blood glucose levels or hyperglycaemia is caused by not enough insulin or too much food.</p> <p><b>Symptoms</b></p> <ul style="list-style-type: none"><li>• feeling excessively thirsty</li><li>• frequently passing large volumes of urine</li><li>• fatigue</li><li>• blurred vision</li></ul> <p><b>Treatment</b></p> <ul style="list-style-type: none"><li>• Check your blood glucose levels frequently and administer insulin as necessary.</li><li>• Drink extra water or low-calorie fluids to keep up with fluid lost by passing more urine.</li><li>• Administer first aid in cases of emergency and call an ambulance. For more information, refer to our <a href="#">First Aid Policy</a>.</li></ul>
<p><b>Management</b></p>	<p>Diabetes can be managed at school in the following ways:</p> <p><b>Blood Glucose Checking</b></p> <p>Not all children will need to check their blood glucose level (BGL) at school but where necessary, the School should discuss specific requirements with parents/carers.</p> <p>The Australian Diabetes Council recommends children check their BGL in class because:</p> <ul style="list-style-type: none"><li>• blood glucose levels may be declining or rising since recess or lunch time, and the levels must be monitored in order to maintain the correct balance</li><li>• hypo is common during class time</li><li>• to avoid missing out on class work if they are sent to the office</li><li>• it assists other children understand and familiarise themselves with the affected child's diabetes management.</li></ul>

	<p><b>Insulin Injections, Insulin Pumps and Continuous Glucose Monitoring (CGM) Devices</b></p> <p>The School should discuss specific requirements for insulin injections, insulin pumps and CGM devices with parents/guardians of diabetic students. Younger students may require more supervision than adolescents. Students may need additional help or take particular care when detaching insulin pumps or CGM devices for sport. Privacy provisions should also be considered for students who are injecting insulin or using insulin pumps or CGM devices.</p>
<p><b>Sharps Disposal</b></p>	<p>When disposing sharps after insulin injections, care must be taken to wear gloves and place sharps in an appropriate container provided by the School or the student's own diabetes equipment.</p> <p>For more information, refer to our <a href="#">Medical and Biological Waste Policy</a>.</p>
<p><b>Physical Activity</b></p>	<p>All students including diabetic students are encouraged to participate in regular physical activity. However diabetic students should plan ahead and exercise extra care, as exercising muscles uses more glucose for energy. This means blood glucose levels may fall during, immediately after or several hours after physical activity. To prevent hypoglycaemia, extra carbohydrate foods should be consumed before, during and after sport and more supervision of the student is required during sport.</p> <p>Special care should be taken especially with water sports. Always ensure the student is observed as hypoglycaemia increases the risk of drowning.</p>
<p><b>Exams</b></p>	<p>Diabetic students perform best when their diabetes is in good control as poor control adversely affects brain function.</p>

	<p>Prior to their exams, students may apply for special provisions and consideration to their School or Education Authority in their State or Territory. Examples of special provisions that may be requested include:</p> <ul style="list-style-type: none"><li>• access to food (hypo treatment) to maintain blood glucose levels</li><li>• separate exam rooms to ensure they do not disturb others when eating; and</li><li>• easy access to toilets in case blood glucose levels are high and there is a need to urinate more frequently.</li></ul>
<b>Camps &amp; Excursions</b>	<p>All students can attend camps and excursions with early planning and effective communication between the School and parents/carers.</p> <p>Parents/carers may be invited to attend the camp or excursion if the diabetic student cannot manage their diabetes independently. Older students may be able to independently manage their diabetes. All necessary equipment and medication should be carried by diabetic students on all camps and excursions.</p> <p>Prior to the camp or excursion, parents/guardians need to meet up with the School to provide:</p> <ul style="list-style-type: none"><li>• a written list of special needs</li><li>• adequate supplies for treatment and checking</li><li>• details of insulin dosage</li><li>• extra food and snacks when necessary</li><li>• emergency contact details.</li></ul> <p>All staff must be aware of diabetic students and their needs. Staff need to know about:</p> <ul style="list-style-type: none"><li>• food planning</li><li>• blood glucose checking and insulin treatment</li><li>• prevention, recognition and treatment of hypoglycaemia and hyperglycaemia</li></ul>



	<ul style="list-style-type: none"> <li>during emergencies, when to call for help and any specific medical details.</li> </ul> <p>The student's friends and classmates should also be aware to assist in case of emergency situations.</p>
<b>Staff Responsibilities</b>	All staff must follow the guidelines as set out in this policy.
<b>Signage</b>	Individual health care plans of diabetic students are displayed in staffrooms, and the School's first aid room or equivalent.
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>staff education</li> <li>individual health care plans</li> <li>effective incident notification procedures</li> <li>effective communication procedures</li> <li>initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.

## Eating Disorders

<b>Eating Disorders</b>	Eating disorders, such as Anorexia Nervosa, Bulimia Nervosa and Binge Eating Disorder, are serious mental illnesses which often require psychological and/or physical intervention to promote recovery.
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing an environment that promotes the importance of self-esteem and body satisfaction and raises awareness of the dangers of eating disorders.</p> <p>We are focused on the identification, early intervention and prevention of eating disorders amongst our students. It is our policy that:</p> <ul style="list-style-type: none"> <li>we provide an environment that promotes student wellbeing through general education programmes that increase self-</li> </ul>

	<p>esteem and address adolescent issues</p> <ul style="list-style-type: none"><li>• we implement School policies and practices that promote emotional wellbeing as well as healthy eating and a diversity of body shapes and sizes in School activities and promotions</li><li>• our staff are trained to recognise signs of eating disorders and are able to identify and support at risk students</li><li>• we establish procedures for responding to and dealing with students who have been diagnosed with eating disorders</li><li>• we provide education, support and resources for staff, parents, students and the wider School community on the issue to assist in managing eating disorders.</li></ul>
<b>Common Signs of Eating Disorders</b>	<p>The signs and symptoms of eating disorders will vary between students and are often difficult to detect as sufferers often try to hide their condition and associated behaviours.</p> <p>As a guide, staff should take note of the following signs:</p> <p><b>Behavioural Warning Signs</b></p> <ul style="list-style-type: none"><li>• dieting or overeating excessively</li><li>• eating very quickly or very slowly</li><li>• eating only certain types and amounts of food</li><li>• avoiding social situations that involve food</li><li>• 'playing' with food rather than eating it</li><li>• going to the bathroom straight after meals</li><li>• wearing loose fitting clothes to hide weight loss</li><li>• exercising excessively</li><li>• obsessively and repetitively weighing themselves</li></ul> <p><b>Physical Warning Signs</b></p> <ul style="list-style-type: none"><li>• sudden or rapid weight loss</li><li>• signs of frequent vomiting - swollen cheeks/jawline, calluses on knuckles, or damage to teeth</li><li>• fainting or dizziness</li></ul>

	<ul style="list-style-type: none"><li>• fatigue - always feeling tired, unable to perform normal activities</li></ul> <p><b>Psychological Warning Signs</b></p> <ul style="list-style-type: none"><li>• preoccupation with body image, body weight and food</li><li>• becoming irritable or withdrawing from friends</li><li>• being sensitive to comments about food, exercise, weight or body shape</li><li>• feeling depressed or anxious</li><li>• being sensitive to criticism, or feeling guilty</li><li>• having difficulty concentrating</li><li>• having problems with relationships</li><li>• having suicidal thoughts or behaviour</li></ul>
<b>Safe Work Practices</b>	Newstead Christian School has developed the following work practices and procedures for managing eating disorders:
<b><i>Notification of Eating Disorders</i></b>	<p>Eating disorders may be identified by parents/carers and reported to the School, or they may be identified by a staff member.</p> <p>When a staff member suspects a student is suffering from an undiagnosed eating disorder they should:</p> <ul style="list-style-type: none"><li>• identify their concerns and observations and provide these to the Learning Support Coordinator and the Principal as soon as possible</li><li>• not raise their concerns directly with the student.</li></ul> <p>Where a student discloses to a staff member that they have a previously undiagnosed eating disorder the staff member should:</p> <ul style="list-style-type: none"><li>• respond in a 'neutral' and 'matter of fact' manner and acknowledge the behaviour as something they are familiar with</li><li>• avoid making well-meaning personal comments about the student's appearance</li><li>• not be judgemental or react negatively</li></ul>

	<ul style="list-style-type: none"> <li>• advise the student that eating disorders are not uncommon and that the School has procedures to help assist students in these circumstances</li> <li>• ask the student if there is any immediate support/assistance that they need</li> <li>• thank the student for confiding in them and advise the student that they may need to discuss the issue with another member of staff so that the School can provide appropriate assistance</li> <li>• assure the student that the information they have provided will be handled sensitively</li> <li>• identify their concerns and observations and provide these to the Learning Support Coordinator and the Principal as soon as possible.</li> </ul>
<p><b><i>Health Support Plan</i></b></p>	<p>A Health Support Plan should be developed for any student suffering from an eating disorder taking into account:</p> <ul style="list-style-type: none"> <li>• agreed roles and responsibilities of the School, parents/carers, teachers and students</li> <li>• academic expectations</li> <li>• agreed behaviour management strategies</li> <li>• agreed learning outcomes and strategies</li> <li>• liaison procedures between parties</li> <li>• regular review procedures.</li> </ul> <p>The Health Support Plan shall be stored appropriately and updated regularly. It shall be communicated to relevant staff in a confidential manner.</p>
<p><b>Staff Responsibilities</b></p>	<p>All staff are responsible to ensure that they have the knowledge and skills to identify and support students who may be at risk of an eating disorder. Early intervention and ongoing management are vital in promoting recovery.</p> <p>Each worker shall fulfil their agreed roles as documented in a student’s individual Health Support Plan and the School shall</p>

	inform parents as soon as possible of concerns regarding a student’s health care, learning and behaviour management needs.
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff education and supervision</li> <li>• maintenance of the student’s Health Support Plan</li> <li>• effective incident notification procedures</li> <li>• effective communication procedures with the student’s parents/carers</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.

## Head Lice

<b>Head Lice</b>	<p>Head lice are tiny insect parasites that live on the human head and feed on the scalp several times a day. They are not dangerous, don’t carry diseases and are not a sign of poor hygiene.</p> <p>Head lice outbreaks are a common problem in schools. Parents/carers are primarily responsible for detecting and treating head lice but the School also has a role in the management of head lice outbreaks by providing information and support for parents/guardians and students.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School recognises the need for a consistent and supportive approach for managing head lice outbreaks which involves the entire School community.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"> <li>• when head lice are suspected in the School, students are provided with an alert notice to take home to their parents/carers requesting immediate treatment</li> </ul>

	<ul style="list-style-type: none"> <li>• students identified with head lice should not return to school until after treatment has commenced</li> <li>• a copy of the <a href="#">Head Lice Fact Sheet</a> is made available to parents/carers</li> <li>• we maintain a procedure for managing head lice outbreaks and inform the School community promptly</li> <li>• student confidentiality is maintained at all times.</li> </ul>
<p><b>Procedure for Managing Head Lice Outbreaks</b></p>	<p>When a member of staff suspects that a student is infested with head lice, they are responsible for informing the Front Office of the suspected outbreak.</p> <p>The Front Office and Principal is responsible for formulating a response strategy designed to contain the outbreak whilst minimising disruption to families of students affected.</p> <p>Response strategies may include:</p> <ul style="list-style-type: none"> <li>• providing the affected student and entire class with the Head Lice Alert Notice</li> <li>• expanding the alert to all students in the affected student's year</li> <li>• expanding the alert to all students on the relevant School campus</li> <li>• providing all parents/carers with a copy of relevant guidelines for treating head lice</li> <li>• forwarding reminder letters in the event the outbreak is not contained</li> <li>• requesting parents/carers to confirm that they have taken action.</li> </ul>
<p><b>Implementation</b></p>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff education and supervision</li> <li>• effective record keeping procedures</li> <li>• effective incident notification procedures</li> <li>• effective communication procedures with the student's parents/carers</li> </ul>

	<ul style="list-style-type: none"> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this policy Newstead Christian School may take disciplinary action.

## Medical Health Care Plans for High-Risk Students

<b>Health Care Plans</b>	<p>Many students within our School have special health issues that may need to be managed through the development of individualised health care plans. Common examples include students with asthma, diabetes and those that may suffer from anaphylactic shock.</p> <p>The purpose of this Policy is to provide some detail as to the development of and management of health care plans.</p>
<b>Individual Health Care Plans</b>	<p>An Individual Health Care Plan contains daily management strategies specific to the student it is written for and must be signed off by the parent/guardian and a designated staff member.</p> <p>An Individual Health Care Plan describes:</p> <ul style="list-style-type: none"> <li>• the student's specific health care needs</li> <li>• the agreed actions Newstead Christian School will take to meet those needs</li> <li>• the procedures to be followed in emergencies</li> <li>• parent/carer notification procedures.</li> </ul> <p>Individual Health Care Plans should be agreed between the School, the student (depending on their age), their parents/carers and any relevant medical advisors (where applicable).</p> <p>Staff should note that each Individual Health Care Plan is unique to the student and what is included will differ depending on the medical condition of the student and/or advice from their doctor or medical practitioner.</p>

	<p>Individual Health Care Plans should be reviewed regularly and as a student's health care needs change.</p>
<p><b>When an Individual Health Care Plan Should be Developed</b></p>	<p>Individual Health Care Plans must be developed for students:</p> <ul style="list-style-type: none"> <li>• diagnosed with severe asthma, type 1 diabetes, epilepsy, allergies that can progress to anaphylaxis (such as food and insect allergies),</li> <li>• who have been diagnosed as having a condition that may require an emergency response</li> <li>• who require the administration of health care procedures.</li> </ul> <p>The Principal has discretion as to whether a written health care plan is developed in other cases.</p>
<p><b>Communication of Health Care Plans</b></p>	<p>It is the responsibility of the Front Office and / or Principal to ensure that key elements of a student's health care plan are effectively communicated to any staff who have responsibility, or are likely to have responsibility, for the supervision of the student.</p>
<p><b>Storage of Health Care Plans</b></p>	<p>All student health care plans are stored securely at the Front Office.</p>
<p><b>Confidentiality</b></p>	<p>Student medical information will be communicated to relevant staff in a confidential manner on an as needed basis. Health care plans must always be stored securely.</p>
<p><b>Prescription Medication</b></p>	<p>Where an Individual Health Care Plan indicates that a student requires assistance with administering prescription medication, administration is to be conducted in accordance with the School's <u>Medication Administration</u> policy.</p> <p>Staff should note that even students that are generally able to self-administer prescribed medication such as their adrenaline autoinjector may not be able to do so in an emergency, so all staff must be prepared to administer any medication in an emergency, despite any instructions from parents/guardians.</p>



<p><b>Parents/Carers' Responsibility</b></p>	<p>Parents/carers must notify the School upon enrolment, if a student has been diagnosed with any health conditions which require the development of a health care plan.</p> <p>Parents/carers must inform the School of any changes to their child's medical conditions, medication requirements or emergency contact details to ensure all records are kept up to date.</p>
<p><b>Staff Responsibilities</b></p>	<p>All staff must:</p> <ul style="list-style-type: none"> <li>• assist in the development of Individual Health Care Plans where they are requested to do so</li> <li>• be aware of the specific Individual Health Care Plans for students in their care especially where an emergency medical response may be required</li> <li>• cooperate in the implementation of Individual Health Care Plans for students in their care</li> <li>• be trained to recognise and treat allergic reactions including anaphylaxis in students in their care</li> <li>• be aware of all School policies and guidelines that assist with the management of an individual at risk of anaphylaxis.</li> </ul>
<p><b>Implementation</b></p>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• the development of specific policies for medical conditions that may require emergency responses</li> <li>• the development of individual health care plans through effective communication between the School, parents/carers, health professionals and teaching staff</li> <li>• staff education</li> <li>• effective maintenance of medical records</li> <li>• effective incident notification procedures</li> <li>• effective communication procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<p><b>Discipline for Breach of</b></p>	<p>Where a staff member breaches this Policy, Newstead Christian</p>

<b>Policy</b>	School may take disciplinary action.
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## Student Medical Appointments

<b>Medical Appointments</b>	Students may be required to attend medical and dental appointments during school hours.
<b>Newstead Christian School's Policy</b>	Our Policy is outlined below.
<b><i>Urgent Medical Treatment</i></b>	Refer to our <a href="#">Accident Management Policy</a> .
<b><i>Routine Medical Appointments</i></b>	<p>Arrangements for, and transport to, routine appointments are the responsibility of parents/carers and should be outside of school hours where possible.</p> <p>Where it is not possible for appointments to be made outside of school hours the student's parents/carers are responsible for providing the School with written notice of the appointment and for arranging safety transport to and from the appointment.</p>
<b>Staff Responsibilities</b>	<p>Staff must ensure that:</p> <ul style="list-style-type: none"> <li>• students provide the necessary permissions from their parents/carers when requesting leave to attend medical appointments during school hours</li> <li>• safe transport and care are provided to students when being accompanied by staff to and from medical appointments</li> </ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff education</li> <li>• effective communication procedures</li> <li>• effective incident notification procedures</li> <li>• effective record keeping procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.

## Student Medical Records

This policy follows the authority provided in the jurisdictional health records and national privacy legislation and has been developed with review by an external medical authority.

<b>Student Medical Records</b>	<p>Newstead Christian School relies on parents/carers to provide the School with up-to-date medical information about students.</p> <p>Without current medical information, the best possible care cannot be provided to each student on an ongoing basis.</p> <p>Without accurate medical information there is a higher risk of:</p> <ul style="list-style-type: none"><li>• medication being wrongly administered</li><li>• student allergies being triggered as a result of incorrect medical treatment or the intake of food to which a student has an allergy</li><li>• effectiveness of medical treatment being decreased in medical emergencies.</li></ul> <p>All staff with access to medical records should be aware of student confidentiality for health records.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to the safety and wellbeing of all our students and to providing proper care notwithstanding existing medical conditions.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• student medical information must be provided by parents/carers on enrolment</li><li>• student medical records are updated regularly as advised by parents/carers for incorrect, out-of-date, incomplete or misleading information</li><li>• student medical records are stored securely to protect against misuse, loss, unauthorised access, modification or disclosure</li></ul>

	<ul style="list-style-type: none"><li>• information regarding students' medical conditions is used by the School on an as needed basis to assist in the management of students ongoing health needs</li><li>• access to medical records may be provided to the parents/carers upon request under certain conditions, depending on the age of the student.</li></ul>
<b>Collecting Medical Information</b>	<p>At enrolment, parents/carers are required to complete a student medical record form. These forms contain a privacy statement advising parents/carers and students of the purpose of collection and situations where information will be disclosed.</p> <p>Medical information collected includes details of a student's:</p> <ul style="list-style-type: none"><li>• immunisation history</li><li>• past medical/surgical history</li><li>• mental health</li><li>• asthma status</li><li>• allergies</li><li>• prescription medication</li><li>• dietary requirements</li><li>• specific medical conditions.</li></ul>
<b>Confidentiality and Use of Medical Information</b>	<p>The confidentiality of medical records must be respected at all times.</p> <p>Information which is considered necessary for the wellbeing and safety of students will only be disclosed to relevant staff as needed.</p> <p>Information will only be shared according to the privacy statement on the student medical record form. These circumstances include where:</p> <ul style="list-style-type: none"><li>• parents/carers provide consent to share the information</li><li>• students who are independent minors provide consent</li><li>• there is an imminent threat to the safety or welfare of a student (e.g. potential suicide)</li></ul>

	<ul style="list-style-type: none"> <li>• there is a legislative requirement to share the information (e.g. mandatory reporting of child sexual abuse).</li> </ul>
<p><b>Ongoing Management of Medical Records</b></p>	<p>On an ongoing basis, the School manages student medical records in the following ways:</p> <ul style="list-style-type: none"> <li>• regular reminders are forwarded to parents/carers requesting that they review and update their child’s medical information as needed</li> <li>• parents/carers are required to review and update their child’s medical information annually</li> <li>• parents/carers are required to communicate all updates to their child’s medical information as they become aware of the changes</li> <li>• individual health care plans are developed as required and retained in the student’s School file with their medical records</li> <li>• a record is maintained of all medication administered at the School to students</li> <li>• in a medical emergency, after organising medical attention for the student, a record of all actions taken are recorded on the student’s file</li> <li>• medical records are safeguarded via locked storage and password access to computerised records</li> <li>• records are kept by the School until the student is 25 years of age.</li> </ul>
<p><b>Transcription of Student Medical Records</b></p>	<p>Under no circumstances will staff transcribe any part of a student’s medical record to another location.</p>
<p><b>Access to Records - Students and Parents/Carers</b></p>	<p>Students and parents/carers wishing to access student medical records should make a request in writing.</p> <p>Each request for access to medical records will be considered having regard to individual circumstances. For example, access may be denied if the request is from a parent/carer who is subject to a court order.</p> <p><b>Students Under the Age of 18</b></p>

	<p>Where parents/carers request access to their child’s medical records the School’s response will be guided by their duty of care towards the student and the Privacy Act 1988 (Cth) (Privacy Act).</p> <p>Parents/carers may be denied access if their child denies them access and the child has the capacity to consent.</p> <p>The child’s capacity to consent is determined on a case-by-case basis by the School based on an assessment of the student’s maturity and intelligence to understand what is being proposed. If the School is unsure or it is not practical to make an individual assessment of the student’s capacity to understand, then as a general rule, the School may assume that a student over the age of 15 has the capacity to deny consent for their parent/carers to access the student’s medical records held by the School.</p> <p>Where a student denies access to specific elements of the medical records consideration may be given to providing a redacted version of those records.</p> <p>The School will maintain all original documents and will provide copies if authorisation to access medical records is granted.</p>
<b>Access to Records - External Agencies</b>	<p>If the School receives a request from an external agency for access to a student’s medical records, access will only be provided where:</p> <ul style="list-style-type: none"><li>• the student is under 16 years and the student has consented (with sufficient understanding and intelligence to fully understand what is proposed) and/or the student’s parents/guardians have consented;</li><li>• the student is over 16 and the student has consented; or</li><li>• the School is required to do so by law.</li></ul>
<b>Staff Responsibilities</b>	<p>Staff are required to:</p> <ul style="list-style-type: none"><li>• be familiar with the medical conditions of students in their care</li></ul>

	<ul style="list-style-type: none"> <li>• apply appropriate security to confidential and sensitive records created or received</li> <li>• ensure records are stored securely and physical access is restricted.</li> </ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff training</li> <li>• student and parent/carer education and information</li> <li>• effective maintenance of student medical records</li> <li>• effective incident notification procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	<p>Where a staff member breaches this policy, particularly the provisions about confidentiality and transcription of medical records, Newstead Christian School may take disciplinary action.</p>
<b>Further Information</b>	<p><a href="#"><u>OAIC Guide on Privacy Obligations and Children and Young People</u></a></p>

## Medication Administration

This policy follows the authority provided in the Tasmanian Department of Health Guidelines.

<b>Administration of Medication</b>	<p>From time-to-time it may be necessary for medication to be administered to students during school hours, or whilst on excursions, in order to keep them safe.</p> <p>Section 95A of the Poisons Regulations 2008 (Tas) sets out requirements to be followed when administering medication to students.</p>
<b>Newstead Christian School's Policy</b>	<p>In the event that it is necessary to administer medication to students, it is our policy that:</p> <ul style="list-style-type: none"> <li>• medication (prescribed and non-prescribed) will only be administered where a student's parent/guardian has provided written permission to the School</li> </ul>

	<ul style="list-style-type: none"><li>• staff who administer medication to a student must be authorised to do so by the Principal</li><li>• staff only administer medication where a student is incapable of self-administering the medication</li><li>• where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision</li><li>• staff only administer medication that has been lawfully supplied or prescribed</li><li>• prescribed medication must be administered in accordance with the instructions of a medical practitioner, dentist, pharmaceutical chemist, authorised nurse practitioner or optometrist</li><li>• parents/guardians are responsible for keeping the School updated if the requirement for prescription medication changes</li><li>• parents/guardians are responsible for providing the prescribed medication and to collaborate with the School in working out arrangements for supply, administration and storage of the prescribed medication</li><li>• students must not carry medications unless there is a written agreement between the School and the student's parents/guardians that this is a planned part of the student's individual health care plan</li><li>• the School provides appropriate first aid facilities, and</li><li>• the School employs a nurse and ensures that teaching staff have appropriate first aid training.</li></ul> <p>This Policy has been approved by the Board.</p>
<b>Administration by Staff: Parent/Guardian Authorisation</b>	Parents/guardians must provide written permission to the School authorising staff to administer medication to their child in accordance with this Policy. All authorisations are maintained in accordance with our <u>Student Medical Records</u> policy.
<b>Administration by Students: Nurse Authorisation</b>	Where it is appropriate and safe to do so, students can self-administer prescription medication under staff supervision.



	<p>Where a student is able to self-administer medication, the School requires written permission from a student’s medical practitioner, dentist, pharmaceutical chemist, authorised nurse practitioner or optometrist. All authorisations are maintained in accordance with our <u>Student Medical Records</u> policy.</p>
<p><b>Maintenance of Medical Records</b></p>	<p>Parents/guardians must notify the School of all medical conditions that may require the administration of prescription medication during school hours.</p> <p>Student medical records are maintained in accordance with our <u>Student Medical Records</u> policy which includes a provision to ensure that Newstead Christian School is regularly updated as to the status of existing medical conditions.</p>
<p><b>Legally Supplied/Provided Medication</b></p>	<p>The School must only accept medication as follows:</p> <ul style="list-style-type: none"> <li>• <b>Prescribed:</b> in-date and provided in the dispensed, legibly labelled container with the student’s name, medical practitioner (or other medical professional’s) name and contact information, medication name and strength, amount given per dose, route and time of administration, dispensing pharmacy</li> <li>• <b>Non-prescribed:</b> in the original over-the-counter packaging with dispensing instructions appropriate for the student’s age clearly labelled on the outside. The student’s name should be written on the outside of the container.</li> </ul>
<p><b>Parent/Guardian Responsibilities</b></p>	<p>Parents/guardians of students who require prescribed medication to be administered during school hours must collaborate with the School in working out arrangements for the supply, administration and storage of the prescribed medication.</p>
<p><b>Student Health Care Plan</b></p>	<p>Student Health Care Plans are developed for students who are required to take prescription medication during school hours. Plans must specify agreed arrangements for the supply, administration and storage of the prescribed medication.</p>

	<p>Health Care Plans are stored appropriately, updated regularly, and communicated to relevant staff in a confidential manner.</p> <p>Staff must fulfil their agreed roles as documented in students' Health Care Plans and the School must inform parents/guardians as soon as possible if concerns regarding their child's health care arise.</p>
<b>Staff Administration</b>	<p>Where prescription medication is administered by staff:</p> <ul style="list-style-type: none"><li>• the act of administering the medication should be undertaken in the presence of the School nurse, if possible</li><li>• medication may be administered orally or by subcutaneous injection</li><li>• the School nurse, or another staff member with first aid training, should be primarily responsible for administering the medication</li><li>• two staff members should be present when medication is administered, one with primary responsibility and one as an observer</li><li>• the staff member with primary responsibility must select the student's medication and appropriate dosage</li><li>• if administration of emergency medications is necessary, the medication type and dosage will be read directly from a student's Health Care Plan or medication order and not transcribed in any way</li><li>• in all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/guardian</li><li>• the observer is responsible for confirming the name on the packaging and that the correct medication dosage is to be given to the student</li><li>• the staff member with primary responsibility must record the student's name, medication and dosage in the Medication Administration Book and sign their name to the record</li></ul>

	<ul style="list-style-type: none"><li>• the observer must witness the entry confirming the fact that the appropriate medication and dosage have been given to the right student.</li></ul>
<b>Storage of Medication</b>	<p>In some cases, a student's immediate access to prescribed medication is very important for the effective management of conditions such as asthma and it is appropriate that the student carry the medication on their person.</p> <p>In other circumstances, prescribed medication must be stored safely and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.</p> <p>Narcotic substances (e.g. morphine, oxycodone, pethidine) must be stored apart from other goods in an enclosure (e.g. a cupboard) that is securely locked, and the key must be retained by a person entitled to administer the substance.</p> <p>All other medications must be securely stored away from narcotics.</p>
<b>Disposal of Medication</b>	<p>Some medication may be especially harmful if taken by someone other than the person for whom the medication was prescribed or supplied. In addition, most medicines deteriorate with time, which can lead to changes in their chemical composition.</p> <p>The School will regularly audit stored medication and:</p> <ul style="list-style-type: none"><li>• remove any that has passed their expiry date</li><li>• remove any medication that is no longer needed</li><li>• take all the expired and no longer needed medicines to a pharmacy for disposal.</li></ul>
<b>Emergency Care</b>	<p>The School will not supply or administer medications in an emergency unless the provision of such assistance is part of a student's Health Care Plan.</p>

	In any life-threatening situation the welfare of the student is paramount and must be dealt with, as an immediate priority, notwithstanding the absence of an appropriate Health Care Plan.
<b>Staff Responsibilities</b>	<p>Staff must ensure that they:</p> <ul style="list-style-type: none"> <li>• have the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student’s health plan</li> <li>• are familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times</li> <li>• work with other staff and professionals, in consultation with parents/guardians to ensure the safety of students with specific health needs</li> <li>• notify the Principal and inform parents/guardians as soon as possible of concerns regarding management of their child's health care.</li> </ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff training and supervision</li> <li>• maintenance of student medical records</li> <li>• effective incident notification procedures</li> <li>• effective communication procedures with students' parents/guardians and the students themselves</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.

## Arrangements for Ill or Injured Students Policy

This policy relates to a Victorian Registration Standards requirement.

Other jurisdictions can turn off the visibility of this page using the orange slider in the left-hand navigation menu.

## Infectious Diseases (Student)

<p><b>The Hazard – Infectious Diseases</b></p>	<p>There are many infectious diseases that can affect children and young people, some common and others rare, including:</p> <ul style="list-style-type: none"><li>• Chickenpox</li><li>• Conjunctivitis</li><li>• Diarrhoea</li><li>• Diphtheria</li><li>• German Measles (Rubella)</li><li>• Glandular Fever</li><li>• Haemophilus Influenza Type B (HIB)</li><li>• Hand, Foot and Mouth</li><li>• Hepatitis A</li><li>• Hepatitis B</li><li>• Hepatitis C</li><li>• HIV/AIDS</li><li>• Influenza (the Flu)</li><li>• Measles</li><li>• Meningitis</li><li>• Molluscum Contagiosum</li><li>• Mumps</li><li>• Poliomyelitis (Polio)</li><li>• Ringworm</li><li>• Scabies</li><li>• School Sores (Impetigo)</li><li>• Slapped Cheek Syndrome (fifth disease/parvovirus)</li><li>• Tetanus</li><li>• Whooping Cough (Pertussis).</li></ul> <p>More information about these diseases can be found on the <a href="#">Tasmanian Department of Health and Human Services (DHHS) website</a>.</p>
<p><b>Newstead Christian School's Policy</b></p>	<p>Newstead Christian School is committed to providing a safe</p>

	<p>learning environment for all our students.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• we implement clear guidelines for the management of infectious diseases</li><li>• we provide education, support and resources for staff, parents/carers, students and the wider School community on dealing with infectious diseases</li><li>• teaching staff are trained to recognise symptoms of common infectious diseases and how to deal appropriately with students who become ill at school</li><li>• where appropriate, we seek advice from and liaise with the Department of Health about the occurrence of an infectious disease.</li></ul>
<b>Parent/Carer Responsibility</b>	<p>Parents/carers are required to:</p> <ul style="list-style-type: none"><li>• provide the School with an immunisation record upon enrolment of their child</li><li>• keep children who have not been immunised at home during an outbreak of an infectious disease</li><li>• take reasonable precautions against transmitting a condition if they know or suspect that their child has a transmissible notifiable condition</li><li>• inform the Principal as soon as possible if they have reasonable grounds for believing that their child may have an infectious disease, has been in contact with an infected person, or has been diagnosed with an infectious disease</li><li>• comply with School staff directions with respect to exclusion from and return to school due to the student's condition</li><li>• follow the advice of a doctor, Chief Health Officer or authorised public health officer/medical officer.</li></ul>
<b>Immunisation Policy</b>	<p>The School encourages all staff and students to be vaccinated to protect them against the outbreak of infectious diseases.</p>

	<p>Staff vaccination is covered in the School's WHS Program.</p> <p>Immunisation records are requested upon enrolment and stored in student medical records which are maintained in accordance with our <a href="#">Student Medical Records</a> policy. Prospective students will not be excluded from attending school, provided that their parent/carer has provided a statutory declaration that either:</p> <ul style="list-style-type: none"> <li>• they have a conscientious objection to immunisation against that disease</li> <li>• believes that their child has been immunised against that disease but cannot produce any immunisation certificate or other proof of immunisation.</li> </ul>
<p><b>Infection Control Policy</b></p>	<p>In the event of an outbreak of a vaccine-preventable disease, it may be necessary to restrict attendance of non-immune students or implement restrictions to protect these students and prevent further spread of disease.</p> <p>The student may be excluded from school in accordance with the recommended minimum exclusion periods in the Tasmanian Department of Education <a href="#">School Attendance Procedures</a>.</p>
<p><b>Cases of COVID-19</b></p>	<p>The Tasmanian Department of Education has a plan in place for schools to respond to any suspected or confirmed cases of COVID-19. The Department works closely with Tasmanian Public Health. Temporary site closures will likely occur if a confirmed case of COVID-19 is identified at a school. This is to support the Department of Health to conduct contact tracing, and provide time for cleaning and re-assurance to the school community. All temporary closures will be arranged in consultation with Department of Health.</p> <p>Further information is available on the <a href="#">Tasmanian Government</a> and <a href="#">Department of Education websites</a>.</p>
<p><b>Incident Procedures</b></p>	<p>In the event a student becomes unwell at the School with an infectious disease, immediate medical treatment should be</p>

	provided following the procedures outlined in our <a href="#">First Aid policy</a> . Students should then be transferred to the care of their parents/carers.
<b>Tasmania Department of Health and Human Services Contact Details</b>	Further information on disease notification requirements can be found on the Tasmanian Department of Health and Human Services website or by phoning the Tasmanian DHHS Public Health Hotline 1800 671 738.
<b>Staff Responsibilities</b>	<p>Staff must:</p> <ul style="list-style-type: none"> <li>• implement infection control practices to minimise the risk of exposure to infectious diseases for themselves and their students</li> <li>• be aware of infectious diseases which they have been vaccinated against and keep their immunisation records up to date.</li> </ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff training and supervision</li> <li>• maintenance of staff and student medical records</li> <li>• effective incident notification procedures</li> <li>• effective communication procedures with the student's parents/guardians</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.

## Seizure and Epilepsy

This policy follows the authority provided in The Epilepsy Action Australia Guidelines and was written in collaboration with Epilepsy Action Australia. For further information or services for people living with epilepsy, please contact [Epilepsy Action Australia](#) on 1300 37 45 37 or email [epilepsy@epilepsy.org.au](mailto:epilepsy@epilepsy.org.au).

<b>Epilepsy and Seizures</b>	Epilepsy is a neurological condition characterised by the tendency to experience recurrent seizures. Seizures result from a disruption
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of the usual pattern of electrochemical impulses in the brain.

Under certain circumstances, anyone can experience a seizure and not all seizures are considered epilepsy. For this reason, this policy discusses how to manage seizures generally and epilepsy specifically.

It is important for staff to recognise that epilepsy is considered a medical condition however when seizures remain uncontrolled on medication (also known as drug-resistant epilepsy), it is also recognised as a disability by the [Australian Department of Social Services](#) and subject to our [Disability Discrimination](#) policy.

Seizures occur unpredictably and can last seconds, minutes or hours.

Symptoms and signs of seizures can include changes to:

- sensation (tingling, numbness, unusual sights, sounds, smells or feelings)
- awareness or consciousness
- behaviour
- movement (colloquially called “fits” – convulsions, stiffness, jerking of muscles, loss of bladder control).

### **Newstead Christian School's Policy**

Newstead Christian School is committed to supporting students with epilepsy and assisting them to participate in all School activities.

It is our policy that we:

- provide a clear set of guidelines for the management of epilepsy at the School. The guidelines in this Policy have been developed having regard to the publications and collaboration of Epilepsy Action Australia.
- establish procedures for assisting students in managing their epilepsy and for our response to episodes of seizure activity

- regularly develop and update individual health care or epilepsy management plans with student photos incorporating medical recommendations with the School in association with the student's parents/carers and Medical Practitioner
- securely store individual health care plans or epilepsy management plans in key accessible locations around the School
- encourage students, where it is appropriate and safe to do so to their level of ability, to manage their epilepsy independently
- inform parents/carers as soon as possible of concerns regarding the student with epilepsy particularly where epilepsy is limiting the student's ability to participate fully in all activities
- where necessary, modify activities for the student with epilepsy in accordance with their needs
- provide education, support and resources for staff, parents/carers, students and the wider School community on epilepsy awareness
- train all our staff to recognise seizure activity and provide epilepsy first aid. The Principal will also nominate staff to be trained in the administration of emergency medication for seizures and relevant equipment as required.
- ensure staff are aware of the legal liability of transcribing medication orders. Copies of medication orders are to be signed and dated by a doctor or pharmacist or certified as an exact copy by a Justice of the Peace (JP). All medication is to be administered in accordance with our Medication Administration policy.
- provide students with epilepsy with special consideration (e.g. exams), additional privacy in the event of a seizure and additional supervision, if required.

### **Our Duty of Care**

The School has a common law duty of care to take reasonable steps to keep students safe from foreseeable risk of harm while

	<p>they are at the School and engaged in School-related activities.</p> <p>When a student is diagnosed with epilepsy or considered at risk of seizures, the exercise of the School's duty of care requires the development of an individual health care plan, through our <u>Individual Health Care Plans (High Risk Students)</u> policy (including risk minimisation strategies and administration of medication, through our <u>Medication Administration</u> policy).</p> <p>Students at risk of seizures or epilepsy could also be singled out or subjected to bullying behaviour within the wider School community. As part of our <u>Bullying Prevention and Intervention</u> policy, the School maintains a culture of respectful relationships and actively develops and implements programs for bullying prevention, provides support for any student who is at risk of being bullied and empowers the whole School community to recognise and respond appropriately to bullying and behave as responsible bystanders.</p>
<b>Parent/Carer Responsibilities</b>	<p>Parents/carers of students with epilepsy are strongly encouraged and supported to inform the School upon enrolment if their child has epilepsy to assist with the development of a health care plan.</p> <p>Parents/carers must inform the School of any changes to their child's medical conditions, medication requirements or emergency contact details to ensure all records are kept up-to-date and staff at the School are able to adequately manage their duty of care to the student.</p> <p>Parents/carers must provide written permission to the School authorising staff to administer medication to their child in accordance with this policy. All authorisations are maintained in accordance with our <u>Student Medical Records</u> policy.</p>
<b>Seizures</b>	<p>Seizures can occur under a range of circumstances, even if a person has not been diagnosed with epilepsy. Staff are not expected to remember different types of seizures but it is</p>

	<p>important that when a student starts to demonstrate signs or symptoms that are out of the ordinary for them, that those movements or activities should be observed and recorded according to our guidelines below and parents notified.</p>
<b>Observing and Recording Seizures</b>	<p>Doctors are unlikely to be present when seizures occur so detailed observations and recording of the circumstances surrounding the seizure will assist in medical treatment for the student.</p> <p>Seizures have three different stages and it is important to observe and record all of these stages:</p> <p><u>1. Beginning of the seizure</u></p> <ul style="list-style-type: none"><li>• Observe what the student is doing immediately prior to the seizure.</li><li>• Observe what called your attention to the seizure (e.g. a cry, a fall, jerking, staring or head turning).</li><li>• Record any medication given before the seizure.</li></ul> <p><u>2. The seizure itself</u></p> <ul style="list-style-type: none"><li>• Observe what the person did during the seizure.</li><li>• Record how long the seizure lasted.</li><li>• Record what actions were taken during the seizure to keep the student safe.</li><li>• Record any medication given during the seizure.</li></ul> <p><u>3. Period after the seizure</u></p> <ul style="list-style-type: none"><li>• Observe how the student appeared after the seizure.</li><li>• Record how long it took for the student to respond to you.</li><li>• Record anything the student recalls about their seizure.</li><li>• Record any medication given after the seizure.</li></ul>
<b>First Aid</b>	<p>In the event of any seizure event, a person administering first aid should:</p> <ul style="list-style-type: none"><li>• remain calm</li></ul>

	<ul style="list-style-type: none"> <li>• stay with the student</li> <li>• time the seizure</li> <li>• protect the student from injury</li> <li>• ensure other students in the vicinity of the seizure event are being supported.</li> </ul>
<p><b><i>For Tonic-Clonic Seizures</i></b></p>	<p>These are seizures where the body stiffens (tonic phase) followed by general muscle jerking (clonic phase). In the event of a tonic-clonic seizure:</p> <ul style="list-style-type: none"> <li>• protect head from injury</li> <li>• roll onto side once jerking stops (immediately if food/fluid/vomit in mouth)</li> <li>• observe and monitor breathing</li> <li>• gently reassure until recovered</li> </ul> <p><b>DO NOT</b></p> <ul style="list-style-type: none"> <li>• put anything in or try to physically remove anything from the student’s mouth</li> <li>• restrain the student</li> <li>• move the student, unless they are in danger.</li> </ul>
<p><b><i>For Focal Seizures</i></b></p>	<p>These are non-convulsive seizure with outward signs of confusion, unresponsiveness or inappropriate behaviour. In the event of focal seizures:</p> <ul style="list-style-type: none"> <li>• gently guide/shepherd the student away from harm or around objects</li> <li>• reassure the student until recovered</li> </ul> <p><b>DO NOT</b></p> <ul style="list-style-type: none"> <li>• restrain the student.</li> </ul>
<p><b><i>For Students in Wheelchairs</i></b></p>	<p>When providing seizure first aid support to a student in a wheelchair:</p> <ul style="list-style-type: none"> <li>• Secure wheelchair (apply brakes).</li> </ul>

	<ul style="list-style-type: none"><li>• Protect the student from falling from the chair, seat belt to remain secured if not constricting breathing.</li><li>• Support the student's head if there is no moulded head rest.</li><li>• Carefully tilt the student's head into a position that keeps the airway clear and allows drainage of excessive saliva.</li><li>• Do not try to remove the student from the wheelchair unless necessary.</li></ul>
<b>Seizure Emergencies</b>	<p>In all cases of seizure, a student should be sent to notify the School First Aider, or First Aid Officer. Refer to the instructions on the student's individual health care plan and seizure management plan.</p> <p>The School must call an ambulance on 000 immediately if:</p> <ul style="list-style-type: none"><li>• you are in any doubt about what to do</li><li>• you do not know the student or there is no individual health care plan</li><li>• the student has sustained a serious injury</li><li>• there is food, fluid or vomit in the mouth</li><li>• the seizure occurs in water</li><li>• the student has breathing difficulties after the jerking stops</li><li>• another seizure quickly follows</li><li>• the seizure lasts longer than five minutes</li><li>• the student is non-responsive for more than 5 minutes after the seizure ends.</li></ul> <p>A First Aid Poster from Epilepsy Action Australia is available <a href="#">here</a>.</p>
<b>Medication</b>	<p>Students with epilepsy are often prescribed medication, such as an anticonvulsant, by their medical practitioner to reduce the frequency and severity of seizures.</p> <p>Where it is appropriate and safe to do so, students can self-administer prescription medication under staff supervision.</p> <p>Students may also be prescribed additional medication such as pain relief.</p>

	<p>Students are to be encouraged in managing their epilepsy independently.</p> <p>However, staff should also make sure each student has an individual health care plan as outlined in our <a href="#">Individual Health Care Plans (High Risk Students)</a> policy if regular medication is required, and that any medication is given to the student according to our <a href="#">Medication Administration</a> policy.</p>
<b>Emergency Seizure Rescue Medication</b>	<p>Students may be prescribed medication for the emergency treatment of certain types of seizures, predominantly prolonged tonic clonic seizures.</p> <p>There are a number of different medications for seizure emergencies, also known as rescue medications, and there are varying ways in which each drug can be administered. Most drugs have different storage requirements and possible side effects for the student.</p> <p>It is imperative that the School has the following procedures in place for the safe and effective administration of medications used for seizure emergencies:</p> <ul style="list-style-type: none"><li>• procedures for administering emergency medication for seizures outlined in the <a href="#">First Aid policy</a>.</li><li>• certain teachers and support staff are nominated by the Principal to be trained and have had their competency assessed on the administration of emergency medication for seizures.</li></ul> <p>If no staff are currently trained in the administration of emergency medication for seizures, an ambulance is to be called at the beginning of the seizure for which the seizure emergency medication has been prescribed for the student and seizure first aid is to be applied until the arrival of the ambulance officers.</p> <p>A student should be closely monitored after administering emergency medication for seizures to monitor for potential side</p>

	effects (e.g. respiratory depression).
<b>Epilepsy Management</b>	<p>Epilepsy is managed through:</p> <ul style="list-style-type: none"><li>• medication (to control seizures)</li><li>• lifestyle, including proper management of sleep, diet, stress, and other factors.</li></ul>
<b>Missed Education</b>	<p>Students who experience seizures at School may miss out on key information in class and they may require redirection to get back on task.</p> <p>It is Newstead Christian School's policy to manage a student's missed education so that they avoid experiencing a significant impact on learning and wellbeing.</p> <p>Teachers can assist by:</p> <ul style="list-style-type: none"><li>• providing course overviews and work that can be completed at the student's own pace</li><li>• giving additional time for finishing work, when seizures have disrupted class time</li><li>• forward planning for excursions, camps or activities to ensure the student is not excluded.</li></ul>
<b>Exams</b>	<p>Prior to their exams, students with epilepsy should apply for special provisions and special consideration from the School, or education authority in their State or Territory if required. This may include:</p> <ul style="list-style-type: none"><li>• rest breaks</li><li>• provisions for readers or writers</li><li>• access to food, if required</li><li>• provisions for medication, if required.</li></ul>
<b>Physical Activity</b>	<p>People with epilepsy can have a full and fulfilling lifestyle. There are many elite athletes, and people who achieve excellence in all fields, who have epilepsy.</p>



People with epilepsy should be encouraged to participate in physical activity but should manage the risks associated with epilepsy. This includes:

- managing the risks of activities such as swimming or water sports to ensure that there are adequate controls or supervision including making sure there is someone swimming with the person with epilepsy who understands seizures and how to manage a seizure in the water
- ensuring coaching and support staff are aware of the person's epilepsy and are trained in how to respond
- avoiding high-risk activities like using a ladder, rock climbing, ropes courses or travelling on ski lifts without a harness or flying fox attached
- wearing proper protective equipment, and
- managing hydration and diet.

Certain sports should be undertaken with caution and students should be encouraged to think about their safety and the safety of others when participating, particularly if seizures are not fully controlled. These sports include:

- all water sports
- all sports involving heights
- full body contact sports
- solo activities in isolated areas (e.g. solo orienteering)
- all sports involving any form of firearm or speargun.

There are a number of activities that require prior medical clearance to participate in, including:

- scuba diving
- motor sports
- sky diving.

Students should be monitored when undertaking physical activity and make sure they do not continue exercising if they feel faint, lightheaded, nauseous or dehydrated.

<b>School Camps and Excursions</b>	<p>All students can attend School camps and excursions with early planning and effective communication between the Newstead Christian School and parents/carers.</p> <p>Recommendations from a treating doctor should also be followed as part of any risk assessment carried out before a student can participate in an activity as part of a camp or excursion.</p> <p>Planning for camps and excursions should account for the risk of instances of seizures, including:</p> <ul style="list-style-type: none"><li>• ensuring that there is proper provision for medication, food, rest, and avoidance strategies for individual identified seizure triggers</li><li>• ensuring there are provisions for dual harnesses when undertaking activities at heights</li><li>• ensuring there are adequate safety provisions for water activities</li><li>• ensuring that medical treatment is available in an emergency, including ambulance access.</li></ul> <p>Students should be able to participate in most activities, with appropriate safety and risk assessments, however special care should be taken with the physical activities listed above especially when seizures are uncontrolled.</p> <p>For more information, staff should refer to our <a href="#">Excursions</a> policies.</p>
<b>Staff Responsibilities</b>	All staff must follow the guidelines in this Policy.
<b>Disclosure and Individual Health Care Plans</b>	<p>If a parent/carer or student discloses that they are living with epilepsy or at risk of seizures, this information should be treated as “health information” and managed in accordance with our [Privacy Policy](<a href="https://ncstas.csassurance.com/refdoc_atts/2">https://ncstas.csassurance.com/refdoc_atts/2</a>).</p> <p>If a staff member suspects that a student is living with epilepsy or at risk of seizures, and this information is collected in any way,</p>

	<p>this should also be treated as “health information” and managed in accordance with our [Privacy Policy] (<a href="https://ncstas.csassurance.com/refdoc_atts/2">https://ncstas.csassurance.com/refdoc_atts/2</a>).</p>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff education and training</li> <li>• individual health care plans</li> <li>• effective incident notification procedures</li> <li>• effective communication procedures</li> <li>• allocation of the overall responsibility for this policy to a senior member of staff</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Free Training for Students</b>	<p>Epilepsy Action Australia provides free training for students including:</p> <p><a href="#">Epilepsy Awareness K-2</a></p> <p><a href="#">Epilepsy Awareness 3-6</a></p>
<b>Discipline for Breach of Policy</b>	<p>Where a staff member breaches this Policy, Newstead Christian School may take disciplinary action.</p>

## Self-Harming Behaviours

<b>Self-Harming Behaviour</b>	<p>Self-harming behaviour (also known as deliberate self-harm or DSH) is when someone deliberately hurts or injures themselves. This can include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• cutting</li> <li>• taking overdoses of tablets or medicines</li> <li>• punching oneself</li> <li>• throwing one’s body against something</li> <li>• pulling out hair or eyelashes</li> <li>• scratching, picking or tearing at one's skin causing sores and scarring</li> </ul>
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	<ul style="list-style-type: none"><li>• burning</li><li>• inhaling or sniffing harmful substances; and</li><li>• engaging in risk taking behaviours.</li></ul> <p>It is important to understand that people who self-harm are not attention-seeking and it is often a coping mechanism for dealing with anxiety or painful feelings.</p> <p>Self-harm and suicidal thinking can go together, and self-harming behaviour can precede a suicide attempt although there is not necessarily a link between the two. People who self-harm usually do so without any intention of killing themselves.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing an environment that reduces the risk of self-harming behaviours by students.</p> <p>We are focussed on the identification, early intervention and prevention of self-harming behaviours amongst our students. It is our policy that:</p> <ul style="list-style-type: none"><li>• we provide an environment which promotes student wellbeing through general education programmes that increase self-esteem and address adolescent issues</li><li>• we implement policies and practices that promote emotional wellbeing and provide students with access to counsellors</li><li>• our staff are trained to recognise signs of self-harming behaviours and can identify at risk students</li><li>• we establish procedures for responding to incidents of self-harm and suspected self-harm amongst our students</li><li>• we provide education, support and resources for staff, parents, students and the wider School community on the issue to assist in managing deliberate self-harm.</li></ul>
<b>Common Signs of Self-Harming Behaviour</b>	<p>As self-harming behaviour is often not obvious, staff should take note of the following signs of self-harm:</p> <ul style="list-style-type: none"><li>• unexpected decline in academic performance</li></ul>

	<ul style="list-style-type: none"><li>• ideas and themes of depression, death, self-harm and suicide</li><li>• obvious change in mood</li><li>• grief about a significant loss</li><li>• experience of trauma</li><li>• withdrawal from relationships</li><li>• physical symptoms</li><li>• strange excuses provided for injuries</li><li>• high risk behaviour</li></ul>
<b>Notification of Self Harming Behaviours</b>	<p>Self-harming behaviours may be identified by parents/carers and reported to the School, or they may be identified by a School staff member.</p> <p>When a staff member suspects a student is engaging in self-harming behaviours they should:</p> <ul style="list-style-type: none"><li>• identify their concerns and observations and provide these to the Learning Support Coordinator and Principal as soon as possible</li><li>• not raise their concerns directly with the student.</li></ul> <p>Self-harming behaviours may be an indicator of child abuse and may be grounds for making a report to the Advice and Referral Line.</p> <p>Where a student discloses to a staff member that they are engaging in self-harming behaviours the staff member should:</p> <ul style="list-style-type: none"><li>• respond in a 'neutral' and 'matter of fact' manner and acknowledge the behaviour as something they are familiar with</li><li>• not be judgmental or react negatively</li><li>• advise the student that self-harming behaviours are not uncommon and that the School has procedures to help students in these circumstances</li><li>• ask the student if there is any immediate support/assistance that they need</li></ul>

	<ul style="list-style-type: none"> <li>• thank the student for confiding in them and advise the student that they may need to discuss the issue with another member of staff so that the School can provide appropriate assistance</li> <li>• assure the student that the information they have provided will be handled sensitively</li> <li>• identify their concerns and observations and provide these to the Learning Support Coordinator and Principal as soon as possible.</li> </ul>
<p><b>Urgent Medical Treatment</b></p>	<p>In the event that a student requires urgent medical treatment refer to our <a href="#">First Aid Policy</a> and <a href="#">Accident/Incident Management</a> procedures.</p>
<p><b>Health Support Plan</b></p>	<p>A Health Support Plan should be developed for any student engaging in self-harming behaviours taking into account:</p> <ul style="list-style-type: none"> <li>• agreed roles and responsibilities of the School, parents/carers, teachers and students</li> <li>• academic expectations</li> <li>• agreed behaviour management strategies</li> <li>• agreed learning outcomes and strategies</li> <li>• liaison procedures between parties</li> <li>• regular review procedures</li> </ul> <p>The Health Support Plan shall be stored appropriately and updated regularly. It shall be communicated to relevant staff in a confidential manner.</p>
<p><b>Staff Responsibilities</b></p>	<p>All staff must ensure that they have the knowledge and skills to identify and support students who may be at risk of self-harming behaviour. Early intervention and ongoing management are vital in promoting recovery.</p> <p>Each worker shall fulfil their agreed roles as documented in a student’s individual Health Support Plan and the School shall inform parents/carers as soon as possible of concerns regarding</p>

	a student’s health care, learning and behaviour management needs.
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff education and supervision</li> <li>• maintenance of the student’s Health Support Plan</li> <li>• effective incident notification procedures</li> <li>• effective communication procedures with the student’s parents/carers</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this policy Newstead Christian School may take disciplinary action.

## Sun Protection (Students)

This policy follows the authority provided in Australian National Standards for Sunscreen products, Eye and Face Protection; Playground equipment and surfacing and Sun Protective Clothing; and was written in consultation with Cancer Council Tasmania.

<b>Sun Exposure</b>	<p>Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure during childhood and adolescence contributes significantly to the lifetime risk of developing skin cancer. Australia has one of the highest rates of skin cancer in the world. Skin cancers account for 80% of all new cancers diagnosed in Australia each year. Melanoma is the most common cancer diagnosed for 15 – 29 year olds.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe working environment for all our students, workers and visitors.</p> <p>It is our policy to:</p> <ul style="list-style-type: none"> <li>• increase student and community awareness about skin cancer and sun protection</li> </ul>

	<ul style="list-style-type: none"> <li>• encourage and require the entire School community to use a combination of sun protection measures when UV levels are 3 and above</li> <li>• work towards a safe School environment that provides shade for students, staff and the School community</li> <li>• assist students to be responsible for their own sun protection</li> <li>• ensure that families and new staff are informed of this policy</li> <li>• support student duty of care requirements</li> <li>• support appropriate workplace safety strategies to minimise UV risk and associated harms for staff and visitors.</li> </ul>
<p><b>Sun Protection Strategies</b></p>	<p>Newstead Christian School has developed the following sun protection strategies:</p>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Staff and/or students check the daily local sun protection times. The sun protection times are a forecast from the Bureau of Meteorology for the time of day that UV levels are forecast to reach three or above. At these levels, sun protection is recommended for all skin types.</li> <li>• All students and staff use a combination of sun protection measures throughout the day whenever UV levels are three or above to ensure they are well protected at the appropriate times.</li> <li>• UV levels are typically 3 and above from September to April.</li> <li>• Active outdoor play is encouraged throughout the year, provided appropriate sun protection measures are used when UV is 3 and above.</li> </ul>
<p><b>Shade</b></p>	<ul style="list-style-type: none"> <li>• The School makes sure there is sufficient shelter and trees providing shade in the School grounds particularly in areas where students congregate (e.g. lunch areas, canteen, outdoor lesson areas and popular play areas).</li> <li>• Shade provision is considered in plans for future buildings and grounds.</li> </ul>



	<ul style="list-style-type: none"><li>• Playgrounds should be designed with areas of effective summer shade from either trees or built elements, or both. Playgrounds which comply with Australian Standard AS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation, are encouraged but optional. For more information, refer to <a href="#">Playground Supervision &amp; Inspection</a>.</li><li>• The availability of shade is considered when planning excursions and outdoor activities.</li><li>• Students are actively encouraged to use available areas of shade when outside. Students who do not have appropriate hats or outdoor clothing are asked to stay in an area protected from the sun.</li></ul>
<b>Hats</b>	<ul style="list-style-type: none"><li>• Students and staff should wear sun-safe hats that protect their face, neck and ears whenever they are outside.</li><li>• Recommended sun-safe hats include legionnaire, broad-brimmed and bucket hats with a deep crown and angled brim.</li><li>• Students who do not have an appropriate sun protective hat will be asked to stay in shaded areas only.</li></ul>
<b>Sunscreen</b>	<ul style="list-style-type: none"><li>• The School supplies SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and student's use. Sunscreen is stored Insert Location of Sunscreen Storage.</li><li>• Sunscreen is applied in accordance with the manufacturer's directions, and at least 20 minutes before going outdoors. Sunscreen should be reapplied at least every two hours, and more frequently when participating in sport, sweating or swimming, and after towel drying.</li><li>• Time will be allocated for sunscreen application prior to outdoor activities.</li><li>• Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).</li></ul>

<b><i>Sunglasses</i></b>	<ul style="list-style-type: none"><li>• Close-fitting wrap-around sunglasses that comply with Australian Standard AS/NZS 1067.1 2016, Eye and face protection - Sunglasses and fashion spectacles, Part 1: Requirements (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible are encouraged but optional.</li></ul>
<b><i>Role Modelling</i></b>	<ul style="list-style-type: none"><li>• Staff act as role models by using a combination of sun protection measures as outlined above when the UV level is 3 or above.</li><li>• Families and visitors are also encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses and sunscreen) when participating in and attending outdoor School activities.</li></ul>
<b><i>Curriculum</i></b>	<ul style="list-style-type: none"><li>• Sun protection and skin cancer awareness programs are incorporated into appropriate areas of the School curriculum.</li><li>• Students are encouraged to be involved in initiatives to promote and model sun protection measures to the whole School community.</li><li>• Sun safe behaviour is regularly reinforced and promoted to the whole School community through newsletters, School public website, parent meetings, staff meetings, School assemblies, student and teacher activities and on student enrolment.</li></ul>
<b><i>Uniform</i></b>	<p>Sun protective clothing is included in the School uniform/dress code and sports uniform. This includes clothing with:</p> <ul style="list-style-type: none"><li>• elbow length sleeves</li><li>• shirts and tops that cover shoulders, with a collar that sits close to the neck, above the collarbone</li><li>• appropriate hats</li><li>• appropriate gloves and other accessories (where required for the activity)</li><li>• appropriate sunglasses (optional)</li><li>• other appropriate sun protective clothing.</li></ul>

	Sun protective clothing with a UPF rating, in compliance with Australian Standard AS/NZS 4399:2017, Sun protective clothing – Evaluation and classification, is encouraged but optional.
<b>Scheduling and Planning</b>	<p>Sun protection is considered when planning all outdoor events (e.g. assemblies, camps, excursions and sporting events).</p> <p>Before commencing an excursion, the organising staff will check the daily local sun protection times of the location and continue to monitor these times for the duration of the excursion. For more information, refer to the <a href="#">Excursions Policy</a>.</p>
<b>Staff Responsibilities – WHS</b>	Under WHS requirements, all staff must follow the guidelines as set out in this Policy to reduce their risk of occupational skin damage.
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff and student training and awareness of issues relating to skin and safe sun exposure</li> <li>• implementation of sun protection measures</li> <li>• effective notification procedures</li> <li>• effective communication procedures</li> <li>• effective record keeping procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Teacher Professional Learning</b>	Teachers are encouraged to complete Cancer Council’s free <a href="#">Generation SunSmart online teacher PL modules</a> .
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.
<b>Review</b>	It is the responsibility of the Principal to regularly monitor and review the effectiveness of the Sun Protection Policy to ensure it is working in practice and revise the policy when required.

## Student Behaviour

This section of our Student Duty of Care Module includes:

- [Student Use of Alcohol](#)
- [Assault \(Student Against Student\)](#)
- [Bullying Prevention and Intervention](#)
- [Confiscation of Student Property](#)
- [Student Smoking, Vaping and e-Cigarettes](#)
- [Student Use of Illicit Drugs](#)
- [Harassment Policy](#)
- [Restraint of Students Policy](#)
- [Cyber Safety](#)
- [Information and Communication Technology \(ICT\)](#)
- [Student Use of Mobile Phones](#)
- [Student Use of Social Media](#)
- [Truancy](#)

## Student Use of Alcohol

<p><b>Alcohol</b></p>	<p>Alcohol is a depressant drug that slows brain activity responses and impairs coordination. The consumption of alcohol by students increases the risk of injury to the students themselves and to others, as well as impairing the ability of students to respond appropriately in an emergency. The effects of alcohol can be magnified when consumed in conjunction with other substances, including prescription drugs.</p>
<p><b>Newstead Christian School's Policy</b></p>	<p>Newstead Christian School is committed to providing a safe environment for all our students, workers and visitors.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"> <li>• the purchase, possession or consumption of alcohol by students is strictly prohibited on School premises, at functions, excursions, camps, when representing the School, when wearing School uniform and in transit to or from School</li> <li>• while on School property or representing the School in any way, students are not permitted to be under the influence of alcohol</li> </ul>

	<ul style="list-style-type: none"><li>• all students will receive age appropriate health and alcohol education to enable and support them to make informed choices, and to minimise the harm associated with alcohol use</li><li>• referrals to counselling and support groups will be provided to students with alcohol-related problems.</li></ul>
<b>Dealing with a Student Who Breaches this Policy</b>	<p>If a staff member suspects that a student has breached this Policy, through either the identification of alcohol products held by the student, or identification of symptoms associated with intoxication, they must:</p> <ul style="list-style-type: none"><li>• isolate the student from their peers in a calm and controlled manner (if possible)</li><li>• if this is not possible and an impaired student refuses to cooperate and/or becomes agitated, ensure that any other students within the immediate vicinity are removed from harm and attempt to calm the student until such time as other staff members are able to provide assistance</li><li>• ask the student to accompany them to the School office</li><li>• contact the Principal or other appropriate senior staff member to inform them of the situation.</li></ul> <p>Actions by the Principal or Deputy Principal will include:</p> <ul style="list-style-type: none"><li>• considering the welfare of the student suspected of possessing or consuming alcohol products</li><li>• considering the welfare of the student population</li><li>• contacting the student’s parents/carers to inform them of the incident.</li></ul> <p>The Principal or Deputy Principal may also consider:</p> <ul style="list-style-type: none"><li>• calling the police in the event that the student is acting in an aggressive or threatening manner</li><li>• contacting counselling and support services for further referral in relation to the student</li></ul>

	<ul style="list-style-type: none"><li>• disciplinary consequences, according to our <a href="#">Insert Name of and Link to School's Student Discipline Policy</a></li><li>• contacting the police where alcohol or alcohol products have been supplied by an identified individual to students under the age of 18 years.</li></ul> <p>The Principal or Deputy Principal may also consider:</p> <ul style="list-style-type: none"><li>• confiscating and/or isolating any alcohol products</li><li>• in the presence of another teacher, requesting a student to empty their pockets or bags where the staff member suspects that they contain alcohol products. A student's consent will be required to proceed with the search. For more information, refer to our <a href="#">Confiscation of Student Property</a> policy.</li></ul>
<b>Staff Responsibilities</b>	<p>All staff must:</p> <ul style="list-style-type: none"><li>• follow the guidelines set out in this Policy when dealing with a student that they believe may be under the influence of alcohol</li><li>• take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable alcohol-related risks of harm and/or injury</li><li>• inform the Principal or other senior staff members if they have reasonable grounds to suspect that a student is involved in alcohol related behaviour.</li></ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"><li>• staff education</li><li>• student education via ongoing age appropriate alcohol education programs integrated into classroom learning</li><li>• effective communication procedures</li><li>• effective incident notification procedures</li><li>• effective record keeping procedures</li><li>• initiation of corrective actions where necessary.</li></ul>

## Assault (Student Against Student)

<b>Assault (Student Against Student)</b>	<p>Assault is aggressive physical contact, use of force or intimidating behaviour causing real fear in another person that the threat will be executed. Examples include striking or attempting to strike another person, threatening another person with violence and verbal abuse with a threat of imminent harm.</p> <p>Students' capacity to participate fully in learning is adversely affected by incidents of assault and violence. Common problems include anxiety, depression, alienation, higher absenteeism and lower academic competence.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe environment free from assault for all our students, workers and visitors.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• ongoing opportunities to learn about positive relationships and managing conflict situations in the School is provided to both staff and students</li><li>• assaults against students and other forms of violence are unacceptable and will not be tolerated at Newstead Christian School</li><li>• all incidents of assault against students must be reported to the Principal and shall be thoroughly investigated</li><li>• appropriate consequences will be applied for unacceptable behaviour, encouraging students to take responsibility for their own actions</li><li>• treatment, counselling and ongoing support will be available for all students affected by assault.</li></ul>
<b>Students with a Known History of Violence</b>	<p>A risk assessment shall be undertaken on any student who has a known history of violence or exhibits continual violent behaviour. Appropriate risk mitigation strategies will be implemented</p>

	including, where necessary, removing the student from the School either temporarily or permanently.
<b>Dealing with an Assault Situation</b>	<p>A staff member who recognises signs of violence that could lead to assault or witnesses an assault, should take the following steps:</p> <ol style="list-style-type: none"><li>1. Remove students who are not directly involved to a safe place.</li><li>2. Alert other staff for assistance to defuse the situation and contact police if necessary.</li><li>3. Assist any victim/s take evasive action where possible.</li><li>4. Determine whether physical intervention or restraint of persons involved is an appropriate response and take action accordingly.</li><li>5. Use reasonable force as necessary.</li><li>6. If injuries are sustained, seek medical assistance.</li><li>7. Notify the Principal of the incident without delay.</li><li>8. Complete an incident report.</li></ol>
<b>Notification and Investigation of an Incident of Assault</b>	<p>After an incident of assault, notification and investigation will take place as follows:</p> <ul style="list-style-type: none"><li>• All incidents of assault against a student must be reported to the Principal without delay.</li><li>• All incidents of assault against a student shall be recorded in our Incident Register.</li><li>• Parents/carers will be contacted as soon as possible to inform them of any incidents of assault involving their child.</li><li>• All reported incidents of assault against students shall be thoroughly investigated in accordance with principles of procedural fairness. This may include taking statements from witnesses and photographs of the scene of the incident.</li><li>• Where appropriate the Police will be notified.</li><li>• Upon consideration of all the facts the Principal will:<ul style="list-style-type: none"><li>• determine the appropriate consequences to be applied to the perpetrator of the assault</li></ul></li></ul>



	<ul style="list-style-type: none"> <li>• arrange treatment, counselling and ongoing support for all students affected by assault.</li> <li>• A file recording all matters pertaining to the investigation (including police involvement) shall be maintained by the School.</li> <li>• Records of any action taken shall be maintained on the relevant student’s file.</li> </ul>
<p><b>Staff Responsibilities</b></p>	<p>All staff must:</p> <ul style="list-style-type: none"> <li>• familiarise themselves with this policy and follow relevant guidelines where applicable</li> <li>• participate in relevant professional development programs</li> <li>• notify the Principal immediately if they consider a student is at risk of committing an assault</li> <li>• notify the Principal immediately if they witness an assault against a student (including threatening and or intimidating behaviour).</li> </ul>
<p><b>Implementation</b></p>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff education and supervision</li> <li>• student education via ongoing age appropriate relationship and conflict resolution programs integrated into classroom learning</li> <li>• identification of ‘at risk’ students and the undertaking of risk assessments where appropriate</li> <li>• effective notification and investigation procedures</li> <li>• effective communication procedures</li> <li>• taking appropriate action against any student who commits an assault</li> <li>• development of safety ‘no-violence’ culture within the School</li> <li>• effective record keeping procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<p><b>Discipline for Breach of Policy</b></p>	<p>Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.</p>

## Bullying Prevention and Intervention

<b>Bullying</b>	<p>Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.</p> <p>Bullying can take many forms including:</p> <ul style="list-style-type: none"><li>• <b>Physical bullying</b> which involves physical actions such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.</li><li>• <b>Psychological bullying</b> which is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.</li><li>• <b>Indirect bullying</b> which is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.</li><li>• <b>Cyberbullying</b> which is the ongoing abuse of power to threaten or harm another person using technology. Cyberbullying can occur in chat rooms, on social networking sites, through emails or on mobile phones.</li></ul>
<b>What Isn't Bullying</b>	<p>There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:</p> <ul style="list-style-type: none"><li>• <b>Mutual Conflict Situations</b> which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation</li></ul>

	<ul style="list-style-type: none"><li>• <b>One-Off Acts</b> (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying.</li></ul>
<b>Signs of Bullying</b>	<p>Major behavioural changes in a student may be indicative of bullying. Such behavioural changes may include:</p> <ul style="list-style-type: none"><li>• crying at night and having nightmares</li><li>• refusing to talk when asked “What’s wrong?”</li><li>• having unexplained bruises, cuts or scratches</li><li>• an unwillingness or refusal to go to school</li><li>• feeling ill in the mornings</li><li>• a decline in quality of school work</li><li>• becoming withdrawn and lacking confidence</li><li>• beginning to bully siblings</li><li>• acting unreasonably.</li></ul> <p>Parents/carers are encouraged to recognise signs of bullying and notify the School through a trusted staff member immediately (such as a class teacher or counsellor), if they suspect their child is a victim of bullying.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the School is respected and accepted.</p> <p>Bullying is not tolerated at Newstead Christian School.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• bullying is managed through a ‘whole-of-School community’ approach involving students, staff and parents/carers</li><li>• bullying prevention strategies are implemented within the School on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/carers to recognise bullying and respond appropriately</li></ul>

	<ul style="list-style-type: none"><li>• bullying response strategies are tailored to the circumstances of each incident</li><li>• staff establish positive role models emphasising our no-bullying culture</li><li>• bullying prevention and intervention strategies are reviewed on an annual basis against best practice.</li></ul>
<b>Bullying Prevention Strategies</b>	<p>Newstead Christian School recognises that the implementation of whole-School prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.</p> <p>The following initiatives form part of our overall bullying prevention strategy and our strategy to create a ‘no-bullying’ culture within the School:</p> <ul style="list-style-type: none"><li>• a structured curriculum and peer group support system, that provides age-appropriate information and skills relating to bullying (including cyberbullying) and bullying prevention, to students over the course of the academic year</li><li>• education, training and professional development of staff in bullying prevention and response strategies</li><li>• regular provision of information to parents/carers, to raise awareness of bullying as a School community issue to equip them to recognise signs of bullying, as well as to provide them with clear paths for raising any concerns they may have relating to bullying directly with the School</li><li>• promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers</li><li>• promotion of responsible bystander behaviour amongst students, staff and parents/carers</li><li>• reporting of incidents of alleged bullying by students, bystanders, parents/carers and staff are encouraged</li><li>• regular risk assessments of bullying within the School are undertaken by surveying students to identify bullying issues that may ordinarily go unnoticed by staff</li></ul>

	<ul style="list-style-type: none"><li>• records of reported bullying incidents are maintained and analysed, in order to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate</li><li>• statements supporting bullying prevention are included in student communication</li><li>• education of staff, students and parents/carers on health conditions to promote understanding and to reduce stigma and fear</li><li>• anti-bullying posters are displayed strategically within the School</li><li>• promotion of student awareness and a 'no-bullying' environment by participating in community events, as appropriate.</li></ul>
<b>Reporting Bullying</b>	<p>Students and their parents/carers are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse.</p> <p>A key part of the School's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well providing assurance to students who experience bullying (and parents/carers) that:</p> <ul style="list-style-type: none"><li>• bullying is not tolerated within the School</li><li>• their concerns will be taken seriously</li><li>• the School has a clear strategy for dealing with bullying issues.</li></ul> <p>Bullying incidents can be advised to the School verbally (or in writing) through any of the following avenues:</p> <p>Insert Reporting Avenues for Parents and Students</p>
<b>Responding to Bullying</b>	<p>Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts.</p>

	<p>In all circumstances the School:</p> <ul style="list-style-type: none"> <li>• takes bullying incidents seriously</li> <li>• provides assurance to the victim that they are not at fault and their confidentiality will be respected</li> <li>• takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders</li> <li>• takes time to understand any concerns of individuals involved</li> <li>• maintains records of reported bullying incidents</li> <li>• will escalate its response when dealing with persistent bullies and/or severe incidents.</li> </ul> <p>Actions that may be taken when responding to bullying include:</p> <ul style="list-style-type: none"> <li>• notification of/consultation with parents/carers</li> <li>• offering counselling to persistent bullies/victims</li> <li>• implementing effective follow up strategies</li> <li>• disciplinary action, at the Principal’s discretion, including suspension and expulsion of persistent bullies, or in cases of severe incidents.</li> </ul>
<p><b>Staff Responsibilities</b></p>	<p>All staff are responsible to:</p> <ul style="list-style-type: none"> <li>• model appropriate behaviour at all times</li> <li>• deal with all reported and observed incidents of bullying in accordance with this Policy</li> <li>• ensure that any incident of bullying that they observe or is reported to them, is recorded appropriately</li> <li>• be vigilant in monitoring students that have been identified as either persistent bullies or victims</li> <li>• acknowledge the right of parents/carers to speak with the School if they believe their child is being bullied.</li> </ul>
<p><b>Signage</b></p>	<p>Anti-bullying posters may be posted in strategic locations in the School to promote appropriate behaviour and encourage students to respect individual differences and diversity.</p>

<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"><li>• staff training</li><li>• student and parent/carer education and information</li><li>• effective incident reporting and recording procedures</li><li>• effective management of bullying incidents when reported</li><li>• the creation of a 'no-bullying' culture within the School community</li><li>• effective record keeping procedures</li><li>• initiation of corrective actions where necessary.</li></ul>
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## Confiscation of Student Property

<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe environment for all our students, workers and visitors.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• students do not bring property to school that is in breach of School rules or this policy</li><li>• any member of the teaching staff may confiscate student property that is deemed to be contraband</li><li>• Newstead Christian School staff follow the procedures set out in this Policy in relation to the confiscation and holding of contraband</li></ul> <p>Teaching staff may take from a student at the School, or at any School-sanctioned event, any property in the student's possession that:</p> <ul style="list-style-type: none"><li>• is contrary to the School rules</li><li>• is disruptive to the School's learning environment</li><li>• poses a risk to the safety or wellbeing of students, staff or visitors</li><li>• is illegal</li><li>• may cause damage to School property.</li></ul>
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	<p>Property that meets any of this criterion is deemed to be “contraband”. Students who persistently bring contraband to the School will be subject to further disciplinary action.</p>
<b>Procedures for Confiscating Contraband</b>	<p>Teaching staff may ask students to hand over contraband, but they will not take it by force or remove it directly from the student’s possession, unless the contraband poses a serious and/or imminent risk to the safety or wellbeing of students, staff or visitors.</p> <p>The teaching staff member who confiscates the contraband will place it into an envelope with the student’s name and details clearly marked on it and keep it in a secure location until the student collects the contraband or the teaching staff member passes it on to the Principal.</p> <p>Confiscated illegal substances, weapons and IT devices that may contain illegal material must be handed over to the Police, or collected or passed on to the Principal if this is not possible.</p>
<b>Procedures for Holding and Returning Contraband</b>	<p>Newstead Christian School will apply the following procedures for the holding and return of confiscated contraband student property:</p> <ul style="list-style-type: none"><li>• Jewellery in breach of School rules, non-standard uniform items and any other contraband confiscated, other than those specifically mentioned below, should be collected by students at the end of the school day.</li><li>• Wherever practicable, contraband which is not collected will be passed on to the Insert Responsible Position Title (e.g. Principal) for safe storage. Contraband may then be collected from the Insert Responsible Position Title (e.g. Principal).</li><li>• Mobile telephones and other IT devices should be collected at the end of the school day, unless there is a suspicion that they contain inappropriate or illegal material. The devices</li></ul>



	<p>must not be opened or viewed by staff. Depending on the circumstances, they will be passed on to parents/carers or the Police. For more information, refer to our <a href="#">Student Use of Mobile Phones Policy</a>.</p> <ul style="list-style-type: none"><li>• Dangerous items such as cigarette lighters, e-cigarettes, tobacco products or alcohol will be returned to a student's parent/carer as soon as practicable. For more information, refer to our <a href="#">Student Use of Alcohol</a> and <a href="#">Student Smoking, Vaping and e-Cigarettes</a> policies.</li><li>• With the exception of weapons, illicit substances and IT devices that are suspected to contain illegal material, parents/carers may collect other confiscated student items from the School at any time during school hours.</li><li>• IT devices that are suspected to contain illegal material, weapons and illicit substances will be passed on to the Police. For more information, refer to our <a href="#">Student Use of Illicit Drugs Policy</a>.</li></ul> <p>The student or parent/carer to whom the returned contraband was returned must sign for it.</p> <p>The School is not responsible for the return of any property that is given to the Police.</p>
<b>Confiscation of Student Property - What Not to Do</b>	<p>Staff must not:</p> <ul style="list-style-type: none"><li>• confiscate any contraband from a student unless another staff member is present</li><li>• remove contraband by force unless the contraband poses a serious and imminent risk of harm to the safety or wellbeing of students, staff or visitors</li><li>• forcefully or inappropriately touch a student for the purpose of searching for or removing contraband</li><li>• search a student's person, including outer clothing and pockets</li><li>• remove any parts of a student's clothing for the purpose of searching for contraband.</li></ul>

<p><b>Expectations of Students</b></p>	<p>Students are expected to conduct themselves in a manner sensitive to the needs of others. They may not bring items to school that are in breach of the School's rules or this Policy.</p> <p>Students who fail to follow the reasonable request of a teacher to hand over contraband, in line with this Policy, will be subject to further disciplinary action.</p>
<p><b>Staff Responsibilities</b></p>	<p>All staff must:</p> <ul style="list-style-type: none"> <li>• inform the Principal, Deputy Principal or other senior staff members if they suspect that a student is in possession of tobacco or smoking-related products, alcohol, inappropriate or illegal material on a mobile phone or other IT device, illicit substances or weapons</li> <li>• follow the procedures set out in this Policy when confiscating contraband items from a student</li> <li>• follow the procedures set out in this Policy in relation to the holding and return of contraband items</li> </ul>
<p><b>Implementation</b></p>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff training</li> <li>• student education</li> <li>• effective monitoring and supervision of students</li> <li>• effective communication and incident notification procedures</li> <li>• effective record keeping procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<p><b>Discipline for Breach of Policy</b></p>	<p>Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.</p>

## Student Smoking, Vaping and e-Cigarettes

<p><b>The Hazard</b></p>	<p>Tobacco smoke is a health hazard and has been directly linked to a range of serious diseases including lung cancer and heart</p>
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disease.

The smoking of tobacco products (such as cigarettes) is not only a health hazard to the smoker but also to any person who is exposed to passive smoking through the breathing of air contaminated by tobacco smoke. Nicotine in tobacco is highly addictive and can harm adolescent brain development.

The hazards associated with electronic cigarettes (e-cigarettes) or any vaping device that heats a liquid to produce a vapour that users inhale, may include the presence of the following hazardous substances:

- nicotine
- in e-cigarette liquids and in the aerosol produced by e-cigarettes:
  - formaldehyde
  - acetaldehyde
  - acrolein, which are known cancer-causing agents
- flavourings that have been linked to lung disease
- heavy metals such as nickel, tin, and lead that can cause acute and chronic toxic effects on body organs
- some chemicals in e-cigarette aerosols that can also cause DNA damage

It may also be difficult to assess the safety of specific e-cigarettes and liquids because:

- there are a wide variety of devices and liquids sold
- their labels are often incomplete or incorrect
- users can change the liquid that they use in their e-cigarette and how the device operates.

The health effects of e-cigarettes and vaping are subject to ongoing research.

## Definitions

Smoking is the use or consumption of smoking products.

	<p>Smoking products includes all tobacco products (e.g. cigarettes and all smokeless tobacco products), electronic cigarettes, non-tobacco smoking products and shishas.</p> <p>Electronic cigarettes (also known as e-cigarettes) or other vaping devices include devices that heat a liquid to produce a vapour that users inhale.</p> <p>For the purposes of this Policy, references to e-cigarettes include electronic nicotine delivery systems (ENDS), electronic non-nicotine delivery systems (ENNDS), alternative nicotine delivery systems (ANDS), personal vaporisers, e-hookahs, vape pens and vapes</p> <p>The use of e-cigarettes is commonly known as “vaping”.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe environment for all our students, workers and visitors.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• the purchase, possession, supply or use of smoking or e-cigarette products by students is strictly prohibited on School premises, at School functions, excursions and camps, when representing the School, when wearing School uniform and in transit to or from the School</li><li>• the prohibition on smoking includes the use of e-cigarettes (vaping) whether or not the e-cigarette contains nicotine</li><li>• we will confiscate all smoking products brought onto School premises by students</li><li>• we will confiscate cigarette lighters, matches and other smoking-related products brought onto School premises by students</li><li>• a student who is found to be supplying smoking products whether for payment or without payment to other students, may be referred to Police where this breaches legislation relating to the supply to students under the age of 18 years</li></ul>

	<ul style="list-style-type: none"><li>• we will provide information to parents/carers on the health risks of vaping and seek their support in reinforcing this policy including in relation to the confiscation of smoking products</li><li>• all students will receive age-appropriate health education to enable and support them to make informed choices, and to minimise the harm associated with smoking</li><li>• referrals to counselling and support groups may be provided to students with smoking-related problems</li></ul>
<b>The Legislation</b>	<p>In addition to the School's prohibition on smoking and vaping, all Australian states and territories have legislation with restrictions and sanctions in relation to smoking, including fines for selling of smoking products to persons under the aged of 18. For more information, refer to our <a href="#">Smoking_(Staff)_Policy</a>.</p> <p>A prescription will be required to legally access nicotine-containing e-cigarette products for any purpose. This includes importing these products from overseas.</p>
<b>Identifying E-Cigarette Devices and Their Effects</b>	<p>Some e-cigarette devices are designed to look like cigarettes or cigars, however, as some state or territory laws ban the sale of cigar or cigarette 'look alike' products, many e-cigarette versions look like memory sticks or pens.</p> <p>Most e-cigarettes consist of four different components, including:</p> <ul style="list-style-type: none"><li>• a cartridge, reservoir or pod, which holds a liquid solution (<i>e-liquid or e-juice</i>) containing varying amounts of nicotine, flavourings, and other chemicals</li><li>• a heating element (atomizer)</li><li>• a power source (usually a battery)</li><li>• a mouthpiece that the person uses to inhale.</li></ul> <p>In many e-cigarettes, puffing activates the battery-powered heating device, which vaporises the liquid in the cartridge. The person then inhales the resulting aerosol or vapour.</p>

	<p>Visual representation of e-cigarette and vaping products can be found <a href="#">here</a>.</p> <p>Vaping does not cause the user to 'smell like cigarette smoke', as the smell dissipates quickly in the air. Younger children prefer sweet-flavoured e-juice, so this smell may linger on their breath or clothing.</p> <p>Tobacco smoking and e-cigarettes which contain high levels of nicotine or similar alkaloids may leave the users with symptoms such as nausea, trembling and dizziness.</p>
<b>Dealing With a Student Who Breaches this Policy</b>	<p>If a staff member suspects that a student has breached this Policy, through either the identification of smoking or e-cigarette products held by the student, or identification of symptoms associated with the student's use of these products, they must:</p> <ul style="list-style-type: none"><li>• confiscate and/or isolate any smoking products</li><li>• in the presence of another teacher, request a student to empty their pockets or bags where the staff member suspects that they contain tobacco or e-cigarette products. A student's consent will be required to proceed with the search. For more information, refer to our <a href="#">Confiscation of Student Property</a> policy.</li><li>• contact the Principal or other appropriate senior member of staff to inform them of the situation.</li></ul> <p>Actions by the Principal or other senior member of staff will include:</p> <ul style="list-style-type: none"><li>• considering the welfare of the student suspected of purchasing, possessing, supplying or using smoking products</li><li>• considering the welfare of the student population</li><li>• contacting the student's parents/carers to inform them of the incident.</li></ul> <p>The Principal or other senior member of staff may also consider:</p>

	<ul style="list-style-type: none"> <li>• contacting counselling and support services for further referral in relation to the student</li> <li>• disciplinary consequences, according to our Insert Name of and Link to School's Student Discipline Policy</li> <li>• contacting the Police where tobacco or e-cigarette products have been supplied by an identified individual to students under the age of 18 years.</li> </ul>
<p><b>Staff Responsibilities</b></p>	<p>All staff must:</p> <ul style="list-style-type: none"> <li>• regularly check areas of the campus where this type of behaviour could occur</li> <li>• follow the guidelines set out in this Policy when dealing with a student that they believe may have breached this Policy</li> <li>• inform the Principal or other senior member of staff if staff have reasonable grounds to suspect that a student has breached this Policy.</li> </ul>
<p><b>Implementation</b></p>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff training in the identification of vaping and e-cigarette products</li> <li>• staff training on identifying students who have been affected by vaping or e-cigarette products</li> <li>• informing and regularly reminding the School community (including students, staff and parents/carers) about the guidelines set out in this Policy</li> <li>• student education via ongoing age-appropriate smoking education programs integrated into classroom learning</li> <li>• parent/carer education regarding the identification of smoking or e-cigarette products and their effects on students</li> <li>• effective staff supervision of areas where smoking may (or is known to) occur</li> <li>• effective incident notification procedures</li> <li>• initiation of corrective actions where necessary</li> <li>• effective record keeping procedures.</li> </ul>

## Student Use of Illicit Drugs

<b>Student Use of Illicit Drugs</b>	<p>Illegal drug use by students (including the misuse of prescription medication) increases the risk of injury to the students themselves and to others, as well as impairing the ability of students to respond appropriately in an emergency.</p> <p>If the drug use by the student involves alcohol, please refer to <a href="#">Student Use of Alcohol</a>.</p> <p>For more information, also refer to our <a href="#">Student Smoking, Vaping and e-Cigarettes</a> policy.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe environment for all our students, staff and visitors.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• the use, possession and supply of illicit drugs and/or drug paraphernalia (such as vapes, pipes or 'bongs') by students is strictly prohibited</li><li>• while on School property, or representing the School in any way, students are not permitted to be under the influence of illicit drugs</li><li>• all students will receive age-appropriate health and drug education to enable and support them to make informed choices, and to minimise the harm associated with drug use</li><li>• referrals to counselling and support groups will be provided to students with drug related problems, where appropriate</li><li>• the Police will be consulted, as required, in relation to all suspected incidents of illicit drug use, possession or supply which occur on School grounds.</li></ul>
<b>Dealing with a Student Affected by Drugs</b>	<p>Where a student exhibits obvious signs of drug use a staff member must:</p>



	<ul style="list-style-type: none"> <li>• isolate the student from their peers in a calm and controlled manner, if possible</li> <li>• if this is not possible and an impaired student refuses to cooperate and/or becomes agitated, ensure that any other students within the immediate vicinity are removed from harm and attempt to calm the student until other staff members are able to provide assistance</li> <li>• ask the student to accompany them to the School office</li> <li>• contact the Principal to inform them of the situation.</li> </ul>
<p><b>Responsibilities of the Principal</b></p>	<p>The Principal must make an assessment of the student’s condition and take appropriate action based on the facts.</p> <p>In all cases, the welfare and safety of both the student with suspected drug use, possession or supply and the welfare of the student population must be considered.</p> <p>Actions by the Principal must include:</p> <ul style="list-style-type: none"> <li>• consulting with the Police to see if use, possession or supply of drugs criminal law offences apply</li> <li>• confiscating and/or isolating any remaining illicit drugs</li> <li>• contacting the student’s parents/guardians to inform them of the incident</li> <li>• meeting with student and parents prior to student’s return to School to set expectations.</li> </ul> <p>The Principal may consider:</p> <ul style="list-style-type: none"> <li>• requesting that the student’s parents/carers remove them from the School grounds</li> <li>• contacting drug diversionary or counselling services for further referral</li> <li>• suspension or expulsion, according to our <a href="#">Insert Name of</a> and <a href="#">Link to School's Student Discipline Policy</a>.</li> </ul>
<p><b>Staff Responsibilities</b></p>	<p>All staff must ensure that:</p>

	<ul style="list-style-type: none"><li>• they follow the guidelines set out in this policy when dealing with a student that they believe may be under the influence of illicit drugs</li><li>• all reasonable steps are taken to ensure the safety and welfare of students from both known and reasonably foreseeable illicit drug related risks of harm and/or injury</li><li>• the Principal or other senior staff members are informed if they have reasonable grounds to suspect that a student is involved in illicit drug related behaviour</li><li>• prescription drugs are not supplied or administered to students unless following the directions set out in our <u>Medication Administration</u> policy</li><li>• students are asked to display their possessions or contents of their bag in the presence of another teacher, where there are reasonable grounds for suspicion that they have illicit drugs in their possession.</li></ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"><li>• staff education and supervision</li><li>• student education via ongoing age-appropriate drug education programs integrated into classroom learning</li><li>• development of a drug-safe culture by promoting student awareness of drug abuse</li><li>• effective incident notification procedures</li><li>• effective communication procedures</li><li>• effective record keeping procedures</li><li>• initiation of corrective actions where necessary.</li></ul>

## Harassment (Student Against Student) Policy

<b>Harassment</b>	<p>Harassment is unwelcome behaviour that intimidates, offends, or humiliates a student because of a particular personal characteristic.</p>
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	<p>Harassment is similar to bullying because someone hurts another person through cruel, offensive and insulting behaviours. Harassment is different from bullying in that it is a form of discrimination and is unlawful where the basis for harassment relates to a personal characteristic which is protected by law, such as:</p> <ul style="list-style-type: none"><li>• sex and gender identity or sexuality and sexual orientation</li><li>• race, religion, ethnic background</li><li>• disability.</li></ul>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to providing a safe School learning and working environment that is based on mutual respect and is free from harassment. Harassment is not acceptable in any circumstances and will not be tolerated.</p> <p>The School is responsible for ensuring that students are treated fairly and with respect, and is committed to ensuring that all staff will:</p> <ul style="list-style-type: none"><li>• model appropriate standards of behaviour</li><li>• educate and make students aware of their obligations under this Policy and the law</li><li>• intervene quickly and appropriately when inappropriate behaviour is identified</li><li>• act fairly to resolve issues and enforce the School's behavioural standards, making sure relevant parties are heard</li><li>• help students resolve complaints informally</li><li>• ensure students who raise an issue or make a complaint are not victimised.</li></ul> <p>The School will investigate formal complaints about breaches of this Policy and take appropriate prompt remedial action, including counselling, education, mediation and disciplinary action up to and including expulsion.</p>
<b>Sexual Harassment</b>	

Sexual harassment occurs when a student is subjected to unwelcome and uninvited sexual conduct by another student which could be expected to make a student feel offended, humiliated, or intimidated.

Sexual harassment can also result when a sexually intimidating or offensive environment is created.

Sexual harassment can be physical, verbal, written or pictorial, and can range from relatively mild sexual banter to actual physical violence.

It is important to remember that it is the way the victim perceives the behaviour that is important in determining whether or not harassment has taken place, not the intent of a particular individual.

Mutual attraction or consenting friendships do not constitute sexual harassment.

Examples of sexual harassment include, but are not limited to:

- unwanted physical contact, touching, brushing against another student, hugging
- persistent jokes or innuendos of a sexual nature
- repeated requests to go out
- offensive gestures
- persistent or intrusive enquiries into another student's private life, sexuality, or physical appearance
- sexual propositions
- sexually offensive phone calls, messages on email, voicemail or in writing
- displaying offensive screen savers, photos, calendars or objects
- sexually explicit emails, text messages, or posts on social networking sites (refer to our [Cyber Safety](#) policy)
- stalking
- sexual assault.

<b>Racial Harassment</b>	<p>Racial harassment is also found in many forms. Examples include, but are not limited to:</p> <ul style="list-style-type: none"><li>• abusive, threatening or insulting words and behaviour</li><li>• deliberate exclusion from conversations</li><li>• displaying abusive writing and pictures</li><li>• insensitive jokes related to race</li><li>• pranks.</li></ul>
<b>Disability Harassment</b>	<p>Examples of disability harassment include:</p> <ul style="list-style-type: none"><li>• humiliating comments or insults about a student's disability</li><li>• disparaging remarks to students who have received learning adjustments</li><li>• comments or actions which create a hostile environment for a student with a disability</li><li>• deliberately excluding a student where the disability is not an issue.</li></ul> <p>For more information, refer to our <a href="#">Disability Discrimination</a> policy.</p>
<b>Victimisation</b>	<p>Action will be taken against anyone who victimises a student who makes a complaint of harassment in good faith.</p>
<b>Student Responsibility</b>	<p>All students are required to:</p> <ul style="list-style-type: none"><li>• treat all students, staff and any other person at the School professionally and with respect</li><li>• avoid behaviour that could be interpreted as harassing and act to prevent other students from engaging in harassment, where this is reasonably practicable</li><li>• where students have witnessed harassment at the School they are encouraged to report this to a staff member.</li></ul>
<b>Harassment Response Procedures</b>	<p>A key part of the School's harassment prevention and intervention strategy is to encourage reporting of harassment incidents as well as providing assurance to students (and parents/carers) who experience harassment that harassment is not tolerated within the School.</p>

	<p>Students who believe that they are being harassed should make it known that the comments, contact or behaviour is unwelcome and offensive.</p> <p>If the student does not feel comfortable in talking directly to the perpetrators or if they seek advice on how to proceed, they should contact any of the following:</p> <p>Insert Reporting Avenues for Students</p> <p>The School will then apply its <u>Bullying Prevention and Intervention</u> policy and associated procedures.</p>
<p><b>Implementation</b></p>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff education and supervision</li> <li>• effective incident reporting and recording procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<p><b>Discipline for Breach of Policy</b></p>	<p>Depending upon the nature and seriousness of the breach of this Policy Newstead Christian School may take disciplinary action, including in the case of serious breaches, suspension or expulsion.</p> <p>Engaging in unlawful harassment may result in legal action being taken against the perpetrator and Newstead Christian School.</p>

## Restraint of Students Policy

<p><b>Definition of Restraint</b></p>	<p>In this policy, restraint is defined to mean the use of physical force to prevent, restrict or subdue movement of a student’s body or part of their body. Students are not free to move away when they are being restrained.</p> <p>In some limited circumstances, restraint may also include restraining a student from imminent dangerous behaviours by secluding them in an</p>
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area where such action is immediately required to protect the safety of the student or any other person.

Seclusion is the solitary confinement of a student in a room or area (e.g. a garden) from which their exit is prevented by a barrier or another person. When used by a staff member in immediate response to behaviours of concern, seclusion may also include situations where a student is left alone in a room or area and reasonably believes they cannot leave that room or area even if they would physically be able to, (i.e. it is not locked).

Prone restraint involves holding a student face down and is not permitted at the School.

Supine restraint involves holding a student face up and is not permitted at the School.

## **Our Policy**

It is the School's policy that:

- restraint and seclusion must only be used as a last resort in an emergency where there is an imminent threat of physical harm or danger to the student or others
- every instance of restraint or seclusion is reported and recorded through our Safety Incident Form
- in every instance of restraint, the breathing of the student should be visually monitored
- in every instance of seclusion the student must be visually monitored throughout the incident by a staff member to ensure that the seclusion is justified, time limited and that the student, and other students and staff are safe
- restraint or seclusion is not used except in situations where:
  - the student's behaviour poses an imminent threat of physical harm or danger to self or others
  - where such action would be considered reasonable in all the circumstances
  - where there is no less restrictive means of responding in the circumstances

	<ul style="list-style-type: none"> <li>restraint or seclusion should be discontinued as soon as the imminent danger has dissipated.</li> </ul>
<p><b>When Restraint Should Not Be Used</b></p>	<p>Restraint and seclusion should not be used as part of a behaviour support plan for a student, or used as a routine behaviour management technique, to punish or discipline a student or to respond to:</p> <ul style="list-style-type: none"> <li>a student’s refusal to comply with a direction, unless that refusal to comply creates an imminent risk to the safety of the student or another person</li> <li>a student leaving the Classroom/School without permission, unless that conduct causes an imminent risk to the safety of the student or another person</li> <li>verbal threats of harm from a student, except where there is a reasonable belief that the threat will be immediately enacted</li> <li>property destruction caused by the students unless that destruction is placing any person at immediate risk of harm.</li> </ul> <p>Mechanical restraints should never be used unless the device is for a therapeutic purpose with written evidence of the prescription or recommendation of use, or if the restraint is required for safe travel in a vehicle.</p>
<p><b>When Restraint May Be Used</b></p>	<p>Staff may only use restraint or seclusion of a student when there is an imminent threat of physical harm or danger to the student or others, and where such action would be considered reasonable in all the circumstances and there is no less restrictive means of responding in the circumstances.</p> <p>It should only be used as a last resort and the decision about whether to use restraint or seclusion should be made in accordance with the staff member’s own professional judgment.</p> <p>When applying restraint, staff:</p> <ul style="list-style-type: none"> <li>must use the minimum force required to avoid the dangerous behaviour or risk of harm to others and only restrain the student</li> </ul>



	<p>for the minimum duration required and stop restraining the student once the danger has passed</p> <ul style="list-style-type: none"> <li>• should continue to engage with the student in a calm and measured way and explain why the restraint is being applied and that it will cease once the student is no longer a danger to themselves or others.</li> </ul> <p>The type of restraint used must be consistent with a student’s individual needs and circumstances including their age, size, gender, and any physical, mental or psychological conditions or impairments.</p>
<b>Documentation</b>	All instances of restraint or seclusion are recorded using the Safety Incident Form.
<b>Implementation</b>	The Principal and Leadership Team are responsible for the effective implementation of this Policy.

## Cyber Safety

<b>Cyber Safety</b>	<p>Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.</p> <p>Common cyber safety issues include:</p> <ul style="list-style-type: none"> <li>• <b>Cyberbullying</b> - the ongoing abuse of power to threaten or harm another person through the use of technology (Refer to our <a href="#">Bullying Prevention and Intervention</a> policy)</li> <li>• <b>Sexting</b> - the sending or posting of provocative or sexual photos, messages or videos online</li> <li>• <b>Identity theft</b> - the fraudulent assumption of a person’s private information for their personal gain. Students are exposed to these risks as they are often unaware of the safety issues surrounding their digital footprint</li> <li>• <b>Predatory behaviour</b> - where a student is targeted online by a stranger who attempts to arrange a face to face meeting, in an attempt to engage in inappropriate behaviour.</li> </ul>
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	<p>Cyber safety issues most commonly occur through a student’s use of their own technology devices (e.g. smart phone, tablet, laptop, home computer).</p> <p>Safe use of technology whilst at the School is managed through our <u>Information and Communication Technology (ICT)</u> policy.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School recognises its duty to students to provide a safe and positive learning environment which includes the responsible use of information and communication technologies.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• cyber safety be managed through a ‘whole-of-School community’ approach involving students, staff and parents/carers</li><li>• cyber safety and cyberbullying prevention strategies be implemented within the School on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/carers to recognise cyber safety issues and respond appropriately</li><li>• cyberbullying response strategies be tailored to the circumstances of each incident</li><li>• our bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice.</li></ul>
<b>Cyber Safety Strategies</b>	<p>Newstead Christian School recognises that the implementation of whole of School cyber safety strategies is the most effective way of minimising risks related to our students engaging in online activity.</p> <p>The following initiatives form part of our overall cyber safety strategy within the School:</p> <ul style="list-style-type: none"><li>• a structured curriculum and peer group support system, that provides age-appropriate information and skills relating to</li></ul>

	<p>cyber safety (including cyberbullying) to students over the course of the academic year</p> <ul style="list-style-type: none"><li>• education, training and professional development of staff in cyber safety strategies</li><li>• regular provision of information to parents/carers to raise awareness of cyber safety as a School community issue. This will equip them to recognise signs of cyber safety risks, as well as to provide them with clear paths for raising any concerns they may have relating to cyber safety and/or cyberbullying directly with the School</li><li>• promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers</li><li>• promotion of responsible bystander behaviour amongst students, staff and parents/carers (this may occur where a bystander observes inappropriate online behaviour either being perpetrated by, or targeted at, a student</li><li>• reporting of cyber safety incidents is encouraged and made easy through the establishment of multiple reporting channels (as specified below)</li><li>• regular risk assessments of cyber safety within the School are undertaken by surveying students to identify cyber safety issues</li><li>• records of reported cyber safety incidents are maintained and analysed, in order to identify systemic issues and to implement targeted prevention strategies where appropriate</li><li>• cyber safety strategies are included in student communications</li><li>• cyber safety posters are displayed strategically within the School</li><li>• promotion of student cyber safety awareness by participating in relevant cyber safety related events.</li></ul>
<b>Staff Responsibilities</b>	<p>All staff must:</p> <ul style="list-style-type: none"><li>• model appropriate online behaviour at all times</li></ul>

	<ul style="list-style-type: none"><li>• refer any cyber safety related issues to Cyber Safety Primary Contacts</li><li>• acknowledge the right of parents/carers to speak with School authorities if they believe their child is being bullied.</li></ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"><li>• staff training</li><li>• student and parent/carer education and information</li><li>• effective incident reporting procedures</li><li>• effective management of cyber safety incidents when reported</li><li>• the creation of a 'no bullying' culture within the School community</li><li>• effective record keeping procedures</li><li>• initiation of corrective actions where necessary.</li></ul>

## Information and Communication Technology (ICT)

<b>Information and Communication Technology</b>	<p>Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:</p> <ul style="list-style-type: none"><li>• personal computers and laptops</li><li>• mobile devices such as mobile phones, tablets and wearable tech (e.g. smart watches and fitness trackers)</li><li>• applications such as email and the internet</li><li>• web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems</li><li>• imaging tools such as video, still or web cameras and related software</li><li>• audio tools such as audio recording devices and related software</li><li>• scanning and copying machines.</li></ul>
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	<p>ICT can create potentially hazardous situations in the event it is used inappropriately and/or illegally.</p>
<b>Newstead Christian School's Policy</b>	<p>Students have the right to learn in a safe environment, including when they have access to ICT to enhance their learning. Newstead Christian School is committed to the responsible and educational use of ICT and to the protection of students by providing secure access to these services as part of their learning experience.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• the use of ICT be managed through a 'whole-of-School community' approach involving students, staff and parents/carers</li><li>• ICT education strategies be implemented within the School on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to ensure appropriate use</li><li>• staff establish positive role models in use of ICT</li><li>• there is appropriate use of ICT</li><li>• our ICT policy is reviewed on an annual basis against best practice.</li></ul>
<b>ICT Misuse Prevention Strategies</b>	<p>The School recognises that the implementation of whole-of-School prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of ICT within our community.</p> <p>The following initiatives form part of our overall ICT strategy:</p> <ul style="list-style-type: none"><li>• a structured curriculum and peer group support system, that provides age appropriate information and skills relating to ICT use to students over the course of the academic year</li><li>• education, training and professional development of staff in appropriate ICT use</li><li>• the regular provision of information to parents/carers to raise awareness of inappropriate use of ICTs as a School</li></ul>

community issue

- the promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers
- all student login details and passwords are to be kept confidential to prevent others accessing their accounts
- access to School networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection.
- approval must be sought before connecting privately owned ICT equipment and devices to School networks to avoid the risk of malware
- prevention of inappropriate usage by students including:
  - participation in non-educational activities such as the purchase and/or sale of products or services
  - illegal activities such as threatening the safety of others or engaging in criminal activity
  - tampering with or damaging computer hardware or software
  - making, installing or downloading copies of software that is not licensed by the School
- any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation
- appropriate copyright clearance is sought, and the source of any information used or published is acknowledged, to avoid plagiarism
- the School reserves the right to monitor, traffic and review all content sent and received on the School systems
- breaches of acceptable usage of ICT will result in disciplinary action
- regular risk assessments of inappropriate ICT use within the School

	<ul style="list-style-type: none"><li>• records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate</li><li>• statements supporting appropriate ICT use are included in student communications</li><li>• posters promoting appropriate ICT use are displayed strategically within the School.</li></ul>
<b>Staff Responsibilities</b>	<p>Staff must:</p> <ul style="list-style-type: none"><li>• model appropriate behaviour at all times</li><li>• ensure all students understand they will face disciplinary action in the event they misuse ICT equipment and devices. Refer to our Insert School's Student Discipline Policy.</li><li>• ensure that students who do not return their ICT Agreements do not use ICT equipment and devices</li><li>• be vigilant in monitoring students when using ICT equipment and devices</li><li>• reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of others</li><li>• assist students if they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICTs</li><li>• deal with all reported and observed incidents of inappropriate ICT use in accordance with this Policy</li><li>• ensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately.</li></ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"><li>• staff training</li><li>• student and parent/carer education and information</li><li>• signage promoting appropriate ICT usage</li><li>• effective student supervision</li><li>• effective supervision and monitoring of School networks</li><li>• regular inspection of ICT equipment</li></ul>

- effective incident reporting procedures
- effective management of incidents of inappropriate ICT usage when reported and/or observed
- regular risk assessments with respect to inappropriate ICT usage
- effective record keeping procedures
- initiation of corrective actions where necessary.

## Student Use of Mobile Phones

<b>Mobile Phones</b>	<p>Mobile phones can create a range of hazards when brought to school because:</p> <ul style="list-style-type: none"><li>• they are valuable items that can easily be lost, stolen or damaged in the School environment</li><li>• using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement</li><li>• mobile phone usage in school disrupts learning for the phone user and for fellow students.</li></ul>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School acknowledges parents/carers may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at school must be in accordance with the School's policy.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• students must sign and return the Information and Communication Technology Use Agreement before they are permitted to bring their mobile phones to school</li><li>• mobile phones are brought to school at the owner's own risk. No liability will be accepted by the school in the event of loss, theft or damage of the phone</li><li>• mobile phones must only be used by students before or after school, or during recess and lunch breaks</li></ul>



	<ul style="list-style-type: none"><li>• mobile phones must be kept on silent mode and kept out of sight during classroom lessons and School activities to minimise distractions</li><li>• staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during school hours (e.g. health issues)</li><li>• mobile phones must not be brought into exams or class assessments (even if they are turned off or on silent mode)</li><li>• mobile phones must not be used inappropriately. Refer to our <a href="#">Bullying Prevention and Intervention</a>, <a href="#">Cyber Safety</a> and <a href="#">Information and Communication Technology</a> policies</li><li>• students should never photograph or record any person without their express permission</li><li>• reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file</li><li>• parents/carers are to be informed that in cases of emergency, the School remains an appropriate point of contact to reach their child quickly.</li></ul>
<b>Staff Responsibilities</b>	<p>All staff must:</p> <ul style="list-style-type: none"><li>• model appropriate behaviour at all times</li><li>• ensure all students are provided with the Information and Communication Technology Use Agreement, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices</li><li>• be vigilant in monitoring students when using mobile phones</li><li>• ensure mobile phones are not taken into exams or assessments</li><li>• deal with all reported and observed incidents of inappropriate mobile phone use in accordance with this Policy</li></ul>

	<ul style="list-style-type: none"> <li>• ensure that any incident of inappropriate mobile phone use that they observe or is reported to them, is recorded appropriately.</li> </ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff education</li> <li>• effective student supervision</li> <li>• effective incident notification and management procedures</li> <li>• effective communication procedures</li> <li>• effective record keeping procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Discipline for Breach of Policy</b>	Where a staff member breaches this Policy Newstead Christian School may take disciplinary action.

## Student Use of Social Media

<b>Social Media</b>	<p>Social media refers to online tools which provide individual users and/or organisations with the ability to create and share content in online communities. Social media tools include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Social Networking Sites – such as Facebook, LinkedIn, Instagram, Snapchat, Pinterest, TikTok, Discord</li> <li>• Video/Photo Sharing Sites – such as YouTube, Flickr, TikTok, Instagram, Snapchat, Tumblr</li> <li>• Micro-Blogging Sites – such as Twitter, Yammer, Yahoo Buzz, Reddit</li> <li>• Weblogs – corporate, personal or media blogs published through tools such as Wordpress</li> <li>• Forums and Discussion Boards – Whirlpool, Yahoo! Groups, Google Groups</li> <li>• Geo-spatial Tagging – such as Foursquare</li> <li>• Online Multiplayer Gaming Platforms – such as Second Life</li> <li>• Instant Messaging – SMS, WeChat, WhatsApp, Facebook Messenger</li> </ul>
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	<ul style="list-style-type: none"><li>• Vodcasting and Podcasting</li><li>• Online Encyclopaedias - such as Wikipedia</li><li>• Any other websites or devices (including mobile phones) that enable individuals to publish or distribute their own views, blogs, comments, photos, videos etc.</li></ul>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School recognises the importance of social media tools as a mechanism for both individuals and organisations to engage and share information.</p> <p>Students at the School enjoy the opportunities and rewards that being a member of the School community brings. It is subsequently expected that students will uphold the ethos of the School within and outside of the School and in all social media interactions.</p> <p>It is our policy that students must:</p> <ul style="list-style-type: none"><li>• use social media in a respectful and responsible manner</li><li>• refrain from acting in such a way that brings the School into disrepute or in a way that harms members of the School community</li><li>• not insult or present offensive or inappropriate content</li><li>• not misrepresent the School or any member of the School community.</li></ul>
<b>Rationale</b>	<p>The purpose of this Policy is to set standards of behaviour for the use of social media that are consistent with the broader values and expectations of the School community.</p>
<b>Social Media Code of Conduct</b>	<p>Students are expected to show respect to others, including members of the School community. Students are also expected to give due respect to the reputation and good name of the School.</p> <p>When using social media, students are expected to ensure that they:</p> <ul style="list-style-type: none"><li>• respect the rights and confidentiality of others</li><li>• do not impersonate or falsely represent another person</li></ul>

- do not use avatars or other means of hiding or misrepresenting their identity
- do not bully, intimidate, abuse, harass or threaten others
- do not make defamatory comments
- do not use offensive or threatening language or resort to personal abuse towards each other or members of the School community
- do not post content that is hateful, threatening, pornographic or incites violence against others
- do not harm the reputation and good standing of the School or those within its community
- do not film, photograph or record members of the School community without express permission of the School or use film, photographs or recordings without express permission of the other parties.

A failure to abide by the above expectations may constitute bullying. For more information, refer to our [Bullying Prevention and Intervention](#) policy.

### **Privacy Risks and Preventative Strategies**

New technologies change the way students share personal information. As a result, social media sites present new privacy risks.

If a social media entity is covered under the Privacy Act 1988 (Cth), the way they collect and use user information must be compliant with their obligations under the Australian Privacy Principles.

In relation to social media use, the following privacy risks arise:

- users may not have control over who sees the personal information they share online
- social media sites permanently archive personal information, even after users deactivate their accounts
- users may have their online posts republished by other users, an act over which they often have little control

- users open themselves up to personal and professional reputational damage as a result of social media over-sharing
- users open themselves up to online identity theft which often leads to serious financial and reputational damage.

To protect their privacy online, students are advised to:

- personally adjust the privacy settings on their social media pages
- only add people that they know and trust as online friends and contacts
- protect their accounts with strong passwords
- not access social media sites by clicking a link provided in an email or on another website
- disable 'geo-tagging' or location information sharing on social media accounts and mobile devices to prevent strangers from knowing their personal home or School locations
- avoid 'checking in' at personal locations, such as their home, the School, other people's homes or while on excursions
- limit the amount of personal information (e.g. date of birth, address, information about your daily routine, holiday plans etc.) they provide on social media sites to prevent identity crime.

### **Identity Crime Risks and Preventative Strategies**

Identity crime is another risk of social media use. Identity crime describes the criminal use of another person's identity to facilitate in the commission of a fraudulent act.

Students bear the risk of identity crime when they share personal information on social networking sites. Online identity theft has become more prevalent over the years, particularly as more and more users create online accounts and publicly share personal information.

The consequences of identity theft can include:

	<ul style="list-style-type: none"><li>• personal and professional reputational damage</li><li>• physical harm</li><li>• substantial financial loss (e.g. credit card fraud).</li></ul> <p>Students are advised to be cautious of the personal information that they share online. Extreme care should be taken when providing personal details such as date of birth, address, phone contacts or educational details.</p> <p>When in doubt, students are advised to use the most secure privacy setting on their social media pages.</p>
<b>Reputational Risks and Preventative Strategies</b>	<p>Whenever users communicate through social media, their comments and posts are viewable by a large audience. In this way, all online communications will reflect on the user and their reputation. While this digital representation may have negative repercussions on the student, the School may also be vicariously affected.</p> <p>In order to avoid reputational damage, students are advised to:</p> <ul style="list-style-type: none"><li>• remove content that may negatively reflect on them or the School</li><li>• think before they post and reflect on the potential harm the post may pose</li><li>• gain permission from the School before publicly sharing School information</li><li>• adjust their online security profile to limit the people who can see their personal information.</li></ul>
<b>Sexting</b>	<p>Sexting is the sending or posting of provocative or sexual photos, messages or videos online. Sexting is treated differently under federal and state or territory laws but in general, sexting will constitute criminal conduct when it involves students aged under 18 and when it involves harassment or bullying. The creation and/or distribution of the images may constitute child</p>

	<p>pornography. Where sexting involves minors, the Police should be notified.</p> <p>For more information, refer to our <a href="#">Cyber Safety</a> and <a href="#">Harassment</a> policies.</p>
<b>Implementation</b>	<p>This Policy is implemented through:</p> <ul style="list-style-type: none"><li>• staff training</li><li>• student and parent/carer education and information</li><li>• effective incident reporting procedures</li><li>• effective management of bullying incidents when reported</li><li>• effective record keeping procedures</li><li>• initiation of corrective actions where necessary</li><li>• allocation of the overall responsibility for the effective implementation of this policy to the Principal.</li></ul>
<b>Breach of Policy</b>	<p>A breach of this policy may also involve a breach of other School policies, and this policy should be read in conjunction the following policies:</p> <ul style="list-style-type: none"><li>• <a href="#">Cyber Safety</a></li><li>• <a href="#">Information &amp; Communication Technology (ICT)</a></li><li>• <a href="#">Student Use of Mobile Phones</a></li><li>• <a href="#">Bullying Prevention and Intervention</a></li></ul> <p>A breach of this policy will be considered by the Principal and will be dealt with on a case-by-case basis.</p> <p>All reports of cyberbullying, hacking and other technology misuses will be investigated fully and may result in a notification to Police.</p> <p>Sanctions for students may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from the School.</p>

Students and parents/carers must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by Police over which the School will have no control.

## Truancy

<b>Truancy</b>	<p>Truancy is the absence from school of a school-aged student, without the consent of parents/carers, during school hours.</p> <p>Common reasons for truancy include boredom at school, embarrassment and frustration at poor performance, fear of bullying or harassment, drug dependency, family stress or conflict, homelessness and defiance of authority.</p> <p>Truancy can compound the problems of students who are already behind in class as a result of behavioural, emotional or learning difficulties. They gradually fall further behind in their studies and jeopardise their chances of completing their education.</p> <p>This increases the risk of students dropping out of school, becoming involved in delinquency and criminal activity and ultimately, reducing their adult employment prospects.</p>
<b>Enrolment &amp; Attendance Policies</b>	<p>In line with our legal obligations, Newstead Christian School has developed detailed policies and procedures to manage our obligations relating to Enrolment and Attendance of Students.</p> <p>This Policy has been developed specifically to manage issues relating to truancy.</p>
<b>Newstead Christian School's Policy</b>	<p>Newstead Christian School is committed to the management of regular school attendance and providing a safe and positive learning environment which promotes engagement and participation.</p>



	<p>It is our policy that:</p> <ul style="list-style-type: none"> <li>• all unauthorised absences from school are unacceptable</li> <li>• high expectations of attendance will be made known to all students and parents/carers</li> <li>• processes for unexplained student absences are implemented to reduce absenteeism and ensure the safety of students</li> <li>• truancy prevention strategies are developed and implemented with the School community considering the needs of students</li> <li>• early intervention strategies and family support programs will be provided.</li> </ul>
<p><b>Management of Non-Attendance - Immediate</b></p>	<p>School absenteeism is monitored closely to identify students who are truanting.</p> <p>To avoid suspicion, parents/carers are required to contact the School prior to school commencement time to explain their child’s absence, late arrival or request for early leave.</p> <p>All teachers are required to take a roll call in every class. Any student absences are recorded by the class teacher.</p> <p>Where a student is absent the School will review absentee notifications to identify any students that are absent where no notification of absence has been received from a parent/carer.</p> <p>Where a student is absent without explanation and cannot be located half an hour parents/carers are notified.</p>
<p><b>Management of Non-Attendance - Parental Notifications</b></p>	<p>Where parents repeatedly fail to notify the School of legitimate absences, the School will write a letter to parents requesting that they comply with the School’s notification procedures.</p> <p>In cases of serious non-compliance, the School may request that the parents/carers attend a meeting with the Principal to discuss</p>

	<p>the importance of parental notifications in ensuring the safety of all students.</p>
<b>Persistent Non-Attendance</b>	<p>All students found to be truanting will be subject to the consequences as outlined in the School's Insert School's Student Discipline Policy.</p> <p>Where absences are recurrent the School will investigate the student's absences having regard to factors such as the day of the week, the class, subject or year level and particular social group that may affect their attendance.</p> <p>Parents/carers will be contacted to discuss issues which may be related to truancy. Where appropriate, the School will work with the parents/carers and the student to develop an Attendance Improvement Plan.</p>
<b>Staff Responsibilities</b>	<p>All staff must ensure:</p> <ul style="list-style-type: none"><li>• students are made aware of the importance of regular attendance and notification of absences</li><li>• accurate records of student attendance are maintained</li><li>• where they have suspicions relating to possible truant behaviour they raise this with their year coordinator.</li></ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"><li>• staff training</li><li>• development and implementation of a whole School strategy to encourage regular attendance and to reduce truancy</li><li>• implement strategies to address specific needs of each individual student, according to their reasons for truanting</li><li>• development and promotion of positive relationships within the School by implementing programs that develop social and emotional skills, peer tutoring, mentoring and anti-bullying strategies</li></ul>

- establishing positive home/school relationships to assist parents/carers to support their child's attendance at school
- effective incident notification procedures
- effective communication procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

## Extracurricular Activities

This section of our Student Duty of Care Module includes:

- [Excursions](#)
- [Regular Off Campus Activities](#)
- [Single Day Excursions](#)
- [Overnight Excursions](#)
- [Recreation & Outdoor Educations](#)
- [International Excursions](#)

## Excursions Policy

<b>Definition of an Excursion</b>	An excursion is any activity organised by Newstead Christian School whereby students leave the School grounds for the purpose of engaging in educational activities.
<b>Purpose</b>	<p>A teacher has a duty of care to take reasonable steps to protect students from any injury that the teacher may have reasonably foreseen.</p> <p>Because excursions are conducted off School premises, away from the usual protections of the School environment, they have the potential to present unique risks for Newstead Christian School, our students, our teachers and others involved.</p>

	<p>The purpose of this Policy is to manage the risks associated with School excursions and to make excursions as safe as possible. All Work Health and Safety and Student Duty of Care policies and procedures, as well as the School's <u>Child Safe Organisation Policy</u> continue to apply on excursions unless it is impractical for them to do so.</p>
<b>Different Types of Excursions</b>	<p>During the course of the school year, the School conducts or students attend, a number of different types of excursions including:</p> <ul style="list-style-type: none"><li>• <u>Regular Off-Campus Activities</u></li><li>• <u>Single Day Excursions</u></li><li>• <u>Overnight Excursions</u></li><li>• <u>Recreation and Outdoor Activities</u></li><li>• <u>International Excursions</u></li></ul>
<b>General Principles to be Followed</b>	<p>When planning an excursion, the following general principles should be followed:</p> <ul style="list-style-type: none"><li>• excursions should relate to the School's educational program</li><li>• excursions must be age/stage appropriate</li><li>• excursions must provide valuable outcomes for students</li><li>• excursions are inclusive and all students within a specific learning group are to be given the opportunity to participate</li><li>• excursions should be planned to not interfere with exams</li><li>• excursions are to be costed in the most cost beneficial way possible</li></ul>
<b>Proposing an Excursion</b>	<p>A teacher who wishes to put forward a proposal for an excursion may do so by completing the [Excursion Proposal Form]</p>

	<p>(<a href="https://ncstas.csassurance.com/refdoc_atts/3">https://ncstas.csassurance.com/refdoc_atts/3</a>) and submitting it to the Principal.</p>
<p><b>[Excursion Management Template]</b> (<a href="https://ncstas.csassurance.com/refdoc_atts/4">https://ncstas.csassurance.com/refdoc_atts/4</a>)</p>	<p>In the event the proposed excursion receives preliminary approval, a teacher will need to prepare the [Excursion Management Template] (<a href="https://ncstas.csassurance.com/refdoc_atts/4">https://ncstas.csassurance.com/refdoc_atts/4</a>) which will then need to be submitted to the Principal for final approval.</p> <p>The [Excursion Management Template] (<a href="https://ncstas.csassurance.com/refdoc_atts/4">https://ncstas.csassurance.com/refdoc_atts/4</a>) is a written document which is used to identify risks posed by an excursion, and to assess those risks having regard to mitigation strategies that have been developed.</p> <p>Where similar excursions have been conducted in the past previous [Excursion Management Template] (<a href="https://ncstas.csassurance.com/refdoc_atts/4">https://ncstas.csassurance.com/refdoc_atts/4</a>) s should be reviewed and if suitable, used as a starting point for planning the new excursion.</p> <p>Copies of previous [Excursion Management Template] (<a href="https://ncstas.csassurance.com/refdoc_atts/4">https://ncstas.csassurance.com/refdoc_atts/4</a>) s are available from the Student Duty of Care section within CompliSpace.</p>
<p><b>Final Approval for Excursions</b></p>	<p>Final approval for an excursion may only be given by the Principal upon satisfaction that the risks posed by the excursion have been appropriately identified and appropriate risk mitigation strategies have been developed which will be implemented effectively.</p>

Approval is given by the Principal or their delegate signing and dating a copy of the [Excursion Management Template] ([https://ncstas.csassurance.com/refdoc\\_atts/4](https://ncstas.csassurance.com/refdoc_atts/4))

The Principal will notify the Teacher in Charge once the excursion has been approved, or alternatively will provide reasons if approval has not been granted.

### **Standard Risk Management Procedures for Excursions**

Whilst the length, nature and activities involved in every excursion will be different there are several standard procedures that the School employs in order to minimise the risk of harm to students, staff and others.

These strategies are addressed in the [Excursion Management Template] ([https://ncstas.csassurance.com/refdoc\\_atts/4](https://ncstas.csassurance.com/refdoc_atts/4)) . They include ensuring:

#### Consultation

- all key stakeholders including students, staff, parents, and where appropriate external providers, are consulted as to the nature of the excursion, and any potential hazards which may be associated with the excursion

#### Informed Consent

- details of the excursion have been provided to each student and their parents/carers
- all students attending the excursion have received written permission from their

parents/carers to attend

#### Clothing and Equipment

- all students attending the excursion have been provided with details of excursion requirements such as suitable clothing and equipment

#### Venue Selection

- the appropriate nature and location of the selected venue/s
- consideration of the risk of bushfire in the location of the selected venue/s

#### Transport Arrangements

- appropriate transportation arrangements
- appropriate drop off and pick up arrangements

#### Known Medical Issues

- all parents are requested, prior to the excursion, to provide up-to-date details of any medical conditions which, if not known to supervising staff, may present a heightened risk to their child
- where a child is considered at higher risk, because of an existing medical condition, appropriate mitigation strategies are implemented

#### Student's Capacity

- that any required skills have been identified and the planned activities are appropriate for the student's capacity

- where a student is identified as not having the necessary capacity, appropriate risk management strategies are implemented for that child

### Supervision

- the availability of supervisors with appropriate competencies, skills and experience (including first aid)
- an appropriate supervisor-student ratio having regard to the nature and length of the excursion
- consideration of the supervision requirements for activities undertaken on excursions, having regard to:
  - the nature and risks of the activity, such as swimming and other water-based activities
  - the risks presented by the activity venue and its location, such as bushfires and other environmental hazards
- appropriate care is taken in selecting non-teaching staff to perform a supervisory role during the excursion (including the conduct of Working with Vulnerable People Cards)
- all supervisors are briefed on the [Excursion Management Template] ([https://ncstas.csassurance.com/refdoc\\_atts/4](https://ncstas.csassurance.com/refdoc_atts/4))

### External Providers

- due diligence has been conducted on all external providers involved in the



	<p>excursion to ensure their competency, their compliance with workplace safety laws and other relevant legislation</p> <p><u>Critical Incident (Emergency Situations) Response</u></p> <ul style="list-style-type: none"> <li>• appropriate emergency response procedures are in place</li> </ul> <p><u>Communication Strategies</u></p> <ul style="list-style-type: none"> <li>• appropriate communication strategies are in place</li> </ul> <p><u>Insurance</u></p> <ul style="list-style-type: none"> <li>• appropriate insurance coverage is in place</li> </ul>
<p><b>Additional Risk Assessments</b></p>	<p>Because the risks associated with each type of excursion vary, in addition to this Policy which outlines general procedures, Newstead Christian School may develop specific procedures and risk assessments for particular types of excursions and particular types of activities.</p> <p>These will be listed in the Excursion Documentation section in this Policy.</p> <p>Where the need for additional risk assessments have been identified these must be included in the [Excursion Management Template] (<a href="https://ncstas.csassurance.com/refdoc_atts/4">https://ncstas.csassurance.com/refdoc_atts/4</a>)</p> <p>.</p>
<p><b>Incident Notification</b></p>	<p>If during the course of an excursion an incident occurs (e.g. a lost child), whether or not the incident results in injury to a student, the</p>

	<p>incident must be immediately reported to the Principal or their delegate.</p>
<b>Excursion Debriefing</b>	<p>At the conclusion of every excursion (including at the conclusion of Regular Off Campus Activities), the Teacher in Charge is required to complete the Excursion Debriefing Form which is contained in the Excursion Management Plan, and provide a copy to the Principal.</p> <p>Staff debriefings following excursions provide an excellent opportunity to identify successful practice, areas of risk not previously considered, as well as areas for improvement.</p>
<b>Excursion Documentation</b>	<p>The School uses the following Excursion Planning and Management Templates:</p> <p>[Excursion Management Plan Template] (<a href="https://ncstas.csassurance.com/refdoc_atts/4">https://ncstas.csassurance.com/refdoc_atts/4</a> \)</p>
<b>Record Keeping</b>	<p>Copies of all records relating to a particular excursion must be maintained for at least seven years from the date of completion of the excursion.</p> <p>Records to be maintained include:</p> <ul style="list-style-type: none"><li>• a copy of the [Excursion Management Template] (<a href="https://ncstas.csassurance.com/refdoc_atts/4">https://ncstas.csassurance.com/refdoc_atts/4</a>) signed by the Principal and the teacher in charge</li><li>• names and contact details of the teacher in charge</li></ul>

- names and contact details of all supervisors, including non-teaching staff and parents/carers
- names of all students that attended
- a copy of child protection declarations for non-teaching staff and parents/carers (where required) who acted in a supervisory capacity during the excursion
- a copy of any contracts that Newstead Christian School may have entered with third party organisations
- a copy of any risk assessments
- if an incident occurred during the excursion, copies of all reports, documents and or records (including communication records) relating to the incident.

## Regular Off Campus Activities Policy

<p><b>Introduction</b></p>	<p>This Policy must be read in conjunction with the <a href="#">Excursions Policy</a> as well as other relevant Work Health and Safety and Student Duty of Care policies.</p> <p>The School's <a href="#">Child Safe Organisation Policy</a> continues to apply on excursions.</p>
<p><b>Regular Off Campus Activity</b></p>	<p>A Regular Off Campus Activity is an activity that is conducted regularly throughout the school year and requires students to, either travel between campuses, or to travel from school to an off campus location to attend an event, a lesson or an activity. An example of a Regular Off Campus Activity is where a student is enrolled in TAFE course and is required to travel between the School and the TAFE campus on a weekly basis, or where a student is required to attend training for representative sport.</p>
<p><b>Excursion Management Plan</b></p>	<p>A single Excursion Management Plan should be developed for each</p>

	<p>Regular Off Campus Activity at least once a year, or whenever there is a significant change in the nature or location of the Regular Off Campus Activity.</p> <p>Where the Regular Off Campus Activity also involves recreational and outdoor activities, only one Excursion Management Plan needs to be developed which will take into account risks arising both from the Regular Off Campus Activity, as well as from the recreational and outdoor activities.</p>
<b>Teacher in Charge</b>	<p>A Teacher in Charge should be assigned responsibility for managing each Regular Off Campus Activity. It is the Teacher in Charge's responsibility to update the Excursion Management Plan if there is a significant change in the nature or location of the Regular Off Campus Activity.</p>
<b>Parental Consent</b>	<p>Where a student attends a Regular Off Campus Activity only one parental/carer consent reply is required which covers the duration of the activity.</p>
<b>Incident Notification</b>	<p>If during the course of a Regular Off Campus Activity an incident occurs, whether or not the incident results in injury to a student, the incident must be immediately reported to the Insert Position Title of Person Who Should be Notified of Incidents Involving Students on Regular Off Campus Excursions .</p>
<b>Record Keeping</b>	<p>Copies of all records relating to a Regular Off Campus Activity must be maintained in accordance with the <u>Excursions Policy</u>.</p>

## Single Day Excursions Policy

<b>Introduction</b>	<p>This Policy must be read in conjunction with the <u>Excursions Policy</u> as well as other relevant Work Health and Safety and Student Duty of Care policies.</p> <p>The School's <u>Child Safe Organisation Policy</u> continues to apply on excursions.</p>
<b>Single Day Excursion</b>	<p>A Single Day Excursion is a one off excursion (as opposed to a</p>

	<p><u>Regular Off Campus Activity</u>) that does not involve an overnight stay. A single day excursion can range from an excursion which takes a few hours (e.g. a visit to a restaurant) through to a whole day trip.</p>
<b>Excursion Management Plan</b>	<p>An Excursion Management Plan must be developed for each Single Day Excursion. Where the excursion involves recreational and outdoor activities, only one Excursion Management Plan needs to be developed which will take into account risks arising both from the single day excursion, as well as from the recreational and outdoor activities.</p>
<b>Incident Notification</b>	<p>If during the course of a Single Day Excursion an incident occurs (e.g. a child is lost), whether or not the incident results in injury to a student, the incident must be immediately reported to the Insert Position Title of Person Who Should be Notified of Incidents Involving Students on Single Day Excursions .</p>
<b>Record Keeping</b>	<p>Copies of all records relating to a Single Day Excursion must be maintained in accordance with the <u>Excursions Policy</u>.</p>

## Overnight Excursions Policy

<b>Introduction</b>	<p>This Policy must be read in conjunction with the <u>Excursions Policy</u>, the <u>Recreation and Outdoor Activities</u> policy, and as well as any other excursion policy that may be relevant.</p> <p>The School's <u>Child Safe Organisation Policy</u> continues to apply on excursions.</p>
<b>Overnight Stay Excursion</b>	<p>An Overnight Excursion is an excursion that involves one or more overnight stays. A Overnight Excursion can range in length from one night to a number of weeks (in the case of <u>International Excursions</u>).</p>
<b>Excursion Management Plan</b>	<p>An Excursion Management Plan must be developed for each Overnight Excursion. Where the excursion involves an overnight stay and recreational and outdoor activities, only one Excursion Management Plan needs to be developed which will take into account risks arising both from overnight stays and from the recreational and outdoor activities.</p>
<b>Incident Notification</b>	<p>If during the course of an Overnight Excursion an incident occurs (e.g.</p>

	a student is lost), whether or not the incident results in injury to a student, the incident must be immediately reported to the Insert Position Title of Person Who Should be Notified of Incidents Involving Students on Overnight Excursions .
<b>Record Keeping</b>	Copies of all records relating to Overnight Excursions must be maintained in accordance with the <u>Excursions Policy</u> .

## Recreation & Outdoor Education Policy

<b>Introduction</b>	<p>This Policy must be read in conjunction with the <u>Excursions Policy</u> as well as any other excursion policy that may be relevant.</p> <p>The School's <u>Child Safe Organisation Policy</u> continues to apply on excursions.</p>
<b>Outdoor Education Excursion</b>	<p>An Outdoor Education Excursion may be either a <u>single day excursion</u> (such as a bush walk), or an <u>overnight excursion</u> (such as a School camp), which involves any, but not limited to, the following activities:</p> <ul style="list-style-type: none"> <li>• abseiling and climbing</li> <li>• bushwalking</li> <li>• caving</li> <li>• climbing walls and ropes courses</li> <li>• cycling and cycle touring</li> <li>• horse riding</li> <li>• orienteering, rogaining and cross-country navigation</li> <li>• paddling activities</li> <li>• power boating</li> <li>• sailing and sailboarding</li> <li>• scuba diving</li> <li>• snorkelling</li> <li>• surfboard riding and surf activities</li> <li>• skiing</li> <li>• swimming and water safety programs</li> </ul>
<b>Excursion Management Plan</b>	An Excursion Management Plan must be developed for each

	<p>Recreation or Outdoor Education Excursion taking into account the different types of activities which students will undertake.</p> <p>Where the excursion involves an overnight stay and recreational and outdoor activities, only one Excursion Management Plan needs to be developed which will take into account risks arising both from overnight stays and from the recreational and outdoor activities.</p>
<b>Incident Notification</b>	<p>If during the course of an Outdoor Education Excursion an incident occurs (e.g. a student is lost), whether or not the incident results in injury to a student, the incident must be immediately reported to the Insert Position Title of Person Who Should be Notified of Incidents Involving Students on Recreation and Outdoor Education Excursions.</p>
<b>Record Keeping</b>	<p>Copies of all records relating to Recreation or Outdoor Excursion must be maintained in accordance with the <a href="#">Excursions Policy</a>.</p>

## International Excursions

<b>Introduction</b>	<p>This Policy must be read in conjunction with the <a href="#">Excursions Policy</a>, the <a href="#">Overnight Stays</a> and the <a href="#">Recreation &amp; Outdoor Education</a> policies as well as any other excursion policy that may be relevant.</p>
<b>DFAT Travel Advisories</b>	<p>Prior to conducting an overseas excursion it is Newstead Christian School's policy to consult the Department of Foreign Affairs and Trade (DFAT) <a href="#">Smartraveller website</a> and:</p> <ul style="list-style-type: none"> <li>• comply with any travel advisory current for the proposed location</li> <li>• subscribe to receive automatic travel advice updates both prior to the excursion and whilst overseas; and</li> <li>• review our risk assessment if there are any changes to the DFAT travel advice.</li> </ul>
<b>DFAT Travel Notification</b>	<p>It is Newstead Christian School's policy to register any overseas travel plan with DFAT. This ensures that should dangerous or exceptional circumstances arise whilst travelling, DFAT will be able to assist in ensuring the safety and security of staff and students.</p>
<b>Excursion Management</b>	

<b>Plan</b>	<p>An Excursion Management Plan must be developed for each International Excursion taking into account the different types of activities which students will undertake.</p> <p>International Excursions from Australia will always involve overnight stays. Where the excursion also involves recreational and outdoor activities, only one Excursion Management Plan needs to be developed which will take into account risks arising both from the international nature of the excursion, the overnight stays and from the recreational and outdoor activities.</p>
<b>Incident Notification</b>	<p>If during the course of an International Excursion an incident occurs (e.g. a child is lost), whether or not the incident results in injury to a student, the incident must be immediately reported to the Insert Position Title of Person Who Should be Notified of Incidents Involving Students on International Excursions .</p>
<b>Record Keeping</b>	<p>Copies of all records relating to an International Excursion must be maintained in accordance with the <a href="#">Excursions Policy</a>.</p>