



STUDENT HEALTH CARE POLICIES

INDEX

1. FIRST AID POLICY
2. ADMINISTRATION OF MEDICINE POLICY
3. STUDENT SICK LEAVE POLICY
4. EMERGENCY EVACUATION PLAN

FIRST AID POLICY

1. The school will appoint a minimum of 2 educators as First Aid Officers every school year, at a ratio of 2 to every 100 students. They will,
 - a. have up to date training in Pediatric First Aid funded by the school.
 - b. be responsible for safekeeping and restocking of first aid equipment.
 - c. give immediate response to common injuries or illnesses, taking into account the **Administration of Medicine Policy** (below).
 - d. appoint senior students as first aid responders on the playground and sports fields, and ensure they have adequate training.
 - e. ensure that an injury report is filled in by any staff member for all serious injuries.
2. First Aid Boxes will be easily accessible to First Aid Officers and educators. The following first aid kits will be available and stock checked by the First Aid Officers,
 - a. A First Aid kit (stocked according to *General Safety Regulations*) will be kept on site of the main school building.
 - b. A mini First Aid kit will be kept in the school office. It is the receptionist's responsibility to have them restocked by the First Aid Officer.
 - c. A sport First Aid kit will be kept with the sporting equipment and taken along to all sport practices or activities away from the school building.
3. The First Aid Officers will be responsible for and entrusted to make emergency calls as they deem necessary. In an emergency situation they will,
 - a. manage that parents or emergency contact persons are informed as promptly as possible.
 - b. manage that any relevant emergency services are contacted immediately if the situation seems life threatening. (for the cost of the parent/guardian)
 - c. manage that a PDP licensed driver on staff, or any driver given direct consent by a parent takes the child to an emergency service if needed.

ADMINISTRATION OF MEDICINE POLICY

School staff may administer medication that has been prescribed to students to be taken during the school day under the following conditions.

1. Parents must inform the school in writing of the type of medication, duration and times that it must be administered.
2. The medication be given directly to the class teacher responsible for that student, and be labeled with the student's name and date of receiving and be kept safely in the teacher's desk drawer.
3. The parent is responsible for replenishing chronic medication timeously.

School staff may only administer non-prescription medication for allergies, hay fever or pain if consent is given directly by a parent in written or text form on the date of administering.

STUDENT SICK LEAVE POLICY

Students who are unwell may not be effective in learning and may also be harmful in exposing other students and their teachers to contagious illnesses. With this in mind, and in line with our school values of consideration and effective learning, we ask that you keep your child home from school under ANY of the following conditions.

1. The display of any of the following symptoms:
 - a. Fevers (temperatures above 38°C)
 - b. Vomiting or Diarrhea
 - c. Bad pain that requires management
 - d. Coughing that won't stop
 - e. Contagious illnesses or symptoms (such as a rash, pink eye, rsv, etc.)
 - f. Any symptoms of the COVID-19 virus or the symptoms listed of any other virus or disease declared as a Pandemic or National Emergency (see the **thrive** Pandemic Response Policy)
2. A doctor's recommendation in writing.
3. On the recommendation of your child's class teacher in text or writing, a copy of which must be kept on school records.

In the interest of maintaining your child's academic progression and effective learning, and in order to avoid truancy, we request and trust that you will take all precautions and care necessary to assist your child in a speedy recovery when ill.

In conditions or situations that are prolonged, or severe, please keep regular and clear communication with the School Office and class teacher to allow us to accommodate your situation as best we can. In these instances, we may require a report in writing from a medical professional. In severe and long term instances, we may request an updated report from a medical professional.

EMERGENCY EVACUATION PLAN

thrive exists in a world where emergencies outside of our control may happen. We cannot predict emergencies, and cannot know all the circumstances that may occur. In the event of such an emergency, whether by natural disaster or a form of attack, we will act in the best interest and safety of all children, staff, parents or visitors as we can.

Should such an emergency occur, the following steps will be taken as circumstances allow:

1. Alarm will be raised by prolonged ringing of the bell and/or yelling.
2. Class teachers will escort all students, staff, parents or any visitors in their classroom at that time, out of the school building and to the parking area in front of the school main entrance according to designated routes
3. Emergency services will be contacted and any necessary First Aid will be carried out in accordance with the **First Aid Policy**.
4. Parents will be informed of the situation and given directions for their required response by class teachers and the school Whatsapp broadcast.