



STUDENT WELFARE POLICY

1. Rationale

St Patrick's College holds the view that the health and safety of its students is of paramount importance and to that end the establishment and maintenance of the highest possible standards of workplace health and safety are central to the control and management of all operations carried out or otherwise performed at the College.

In order to achieve this objective, the College aims to provide both an environment and a safe system of work for the protection of all people be they employees, students or members of the public, property, plant and equipment from incidents of any nature which can affect health, result in injury or cause damage or other losses. Any event or circumstance which has the potential to injure people shall be given the highest priority.

2. Application

All students.

3. Policy Statement

The College through Senior Management accepts the responsibility to ensure a healthy and safe workplace by providing and maintaining:

- safe machinery, equipment and workplace conditions;
- safe systems of work;
- facilities for the monitoring and control of risk factors in the workplace;
- adequate facilities and a healthy environment;
- all necessary information, instruction training and supervision; and
- a commitment to continuous improvement of the WH & S program.

With adequate consultation, each employee and student has the responsibility for:

- adherence to standard working practices, instructions and rules;
- performance of all duties in a manner which ensures the individual's health and safety and that of others; and
- co-operation with management to enable health and safety responsibilities to be fulfilled.

Each student has the following responsibilities.

- Not to willfully act in a manner that endangers others.
- To carry out safety directions given by College staff.
- Not to interfere with or damage anything provided in the interests of health or safety.

3.1 SICK BAY PROCEDURES

If a student is ill at school he should tell his teacher he is not feeling well. The teacher will then write a note in the students' diary to go to Sick Bay.

Sick Bay is attached to the Student Office and if a student is sick he is to report to the Student Office. The Student Office staff will take care of the student and when necessary they will contact parents to collect him. **Due to current guidelines Panadol cannot be administered to students by staff members.**

3.2 Administration of Medication to Children

- a) A parent/legal guardian must gain the written authorisation of their child's medical practitioner for any medication to be administered at school. This must be achieved by completing the appropriate school form, a copy of which is available from the Student Office.
- b) Medication must be provided in the container labelled by the pharmacist, which shows clearly:
 - i. The name of the medication
 - ii. The "Use by" Date
 - iii. The name of the child's medical practitioner
 - iv. The name of the student
 - v. The dosage
 - vi. The frequency of administration
- c) All unused medication will be returned.
- d) At no time will medication provided for one child be administered to others, even though they may be brothers of a child for whom the prescription was issued.
- e) Parents will need to supply all medication and deposit these at the Student Office with the required signed forms. **No child is permitted to self-administer any form of medication with the exception of asthma medication.** All medication is dispensed from the Student Office with a record kept of all such occurrences.
- f) We strongly suggest that, should your child be prone to frequent headaches/migraines that parents obtain written consent from their child's doctor (must be renewed annually) that Panadol or similar may be taken and in what dosage. It is then a parent's responsibility to ensure that their child has a supply of medication for this purpose at school and that it is registered with the Student Office.

3.3 THE COLLEGE VISITOR PASS SYSTEM

All visitors entering St Patrick's College must report to the College Office to sign the Register and obtain their Visitor's Pass. Signs are strategically placed at all entrances advising visitors of the correct procedure.

Relief Teachers, Pre-Service Teachers, Tuckshop, Clothing Store and Exceptional Learners Volunteers will be supplied with passes or College Volunteer badges from their own respective areas.

The Visitor Pass System is very important for the security of students, staff and College property, as well as Workplace Health and Safety requirements. People without badges can expect to be directed to the College Office by staff.

Responsible Officer	Dean of Students		
Review	Dec 2017		
Associated Documents	Critical Incident Management Procedure Emergency Evacuation & Lockdown Procedure EREA Workplace Health & Safety Policy		
Version	Authorisation	Approval Date	Effective Date
[1.3]	Authorised [Principal]	[28/ 05/2010]	[28/054/2010]