



PRINCE ALFRED COLLEGE

OUT OF SCHOOL HOURS CARE

PARENT HANDBOOK

Updated January 2020

CONTENTS

Philosophy	Page 3
Hours of Operation	Page 3
Services, Enrolment and Bookings	Page 4 & 5
After School Care Program	Page 6
Vacation Care Program	Page 7
OSHC Snack	Page 8
Homework	Page 9
Behaviour Management	Page 10
Health & Safety	Page 11 & 12
Co-Curricular Activities	Page 13
Signing In / Out	Page 14
Fees (can be found in the Fee Schedule and Policy)	Page 15
Child Care Subsidy (CCS)	Page 15
Medical Conditions Policy	Page 16 - 28

PHILOSOPHY

Prince Alfred College is committed to developing children who value integrity, excellence and Christian principles and who will serve their community and the world with confidence and compassion.

Prince Alfred College Outside School Hours Care (PAC OSHC) is a valuable and integral part of the Prince Alfred College community. We are committed to ensuring that all children have the opportunity to develop their social and personal skills through the pursuit of physical, cognitive and creative interests, and through working in conjunction with families and the community to ensure the ongoing growth of children.

Our Values

- an allegiance to Christian values
- a commitment to optimum quality care
- the provision of a bias free environment
- an appreciation of diversity
- a commitment to realising and developing individual potential
- a respect for each other and our environment.

Goals, Aims & Objectives

- to provide an OSHC service that is fun, holistic and responsive to the needs of young boys and their parents
- to deliver an OSHC program that enhances boys' development socially, emotionally, physically and intellectually
- to encourage parent participation
- to respond to feedback and/or suggestions about any aspect of PAC OSHC or Vacation Care
- to provide an OSHC service that is culturally relevant and provides opportunities free of bias.

Confidentiality

PAC OSHC staff have access to a wide range of confidential information. Any material given to us will be used appropriately and only for the purpose for which it is provided. PAC OSHC staff will not give out any information provided to other families.

HOURS OF OPERATION

- Before School Care (7.30am – 8.20am during school terms)
- After School Care (3pm – 6pm during school terms)
- Vacation Care (8am – 6pm during school holidays)

SERVICES PROVIDED

Before School Care

Before School Care operates Monday to Friday from 7.30am - 8.30am in the main OSHC room.

When your son arrives he will be signed in by the staff on duty. He will be supervised at all times and has access to the wide range of games, craft and indoor activities.

Years 3 – 6 will be dismissed at 8.15am to make their way to class independently.

Reception – Year 1 & 2 students will be dismissed at 8.20am and all Reception students will be walked to class by the staff on duty.

Before School Care will be closed on public holidays and pupil free days.

After School Care

After School Care operates Monday to Friday from 3pm-6pm during the school term.

At 3pm OSHC staff members will collect all Receptions from their classrooms and will walk them to OSHC. At 3.30pm all Year 1s and 2s will be met in the courtyard café before they continue to make their way to the OSHC room. Years 3-6 should make their way to OSHC independently.

PAC OSHC will be available on pupil free days. Parents will be informed of opening times and dates as bookings are required.

PAC OSHC will be closed on public holidays.

PAC Vacation Care

PAC Vacation Care runs from 8am-6pm Monday to Friday during the school holidays and is closed for the two weeks over Christmas. As the dates change annually, this information will be communicated to parents when the December/January Vacation Care Program is released.

Vacation Care is available to boys and girls, as well as students from other schools. Places are sometimes limited and preference will be given to PAC students.

PAC Vacation Care will be closed on public holidays.

Enrolment and Bookings

Please note **before** you can make a booking your child/ren must be enrolled in Prince Alfred College OSHC and you must have registered with our system Xplor.

Enrolment forms can be completed online via the Prince Alfred College website. After completion of your enrolment we will accept the enrolment and then a generated email will be sent to your listed email address (parents/guardians) which will request for you to

register with our system Xplor. You can contact the Director, on oshc@pac.edu.au

Before School Care

No bookings are required for before school care, however if you wish your child/ren to be in before school care you are **required to bring your child/ren into OSHC and sign them in to our care.**

After School Care

Prince Alfred College OSHC has two types of enrolments for after school care.

- 1. Permanent enrolment** – attending the same days each week of the term. A permanent enrolment secures your placement at Prince Alfred College OSHC. Fees will be charged for the days booked for every week of the term including Public Holidays. Bookings will roll over into the next term if not changed in writing. All bookings cancelled on the last day of term 4.
- 2. Casual enrolment** – infrequent, occasional attendance which is subject to availability and places cannot be guaranteed at Prince Alfred College OSHC. All casual bookings must be booked and confirmed by OSHC prior to 2pm on the day of session.
- 3. Vacation Care enrolment**

Vacation Care booking form to be completed before each session prior to the cut off acceptance date. No booking will be entered without a booking request form and all consents and permissions signed completely.

Cancellations

If you do not require the service of PAC OSHC please cancel your booking by phoning PAC OSHC directly (ph. 8334 1268) or the Preparatory School Office during school hours (ph. 8334 1203). PAC OSHC has a duty of care to all students booked in and cancellations must be received from parents. Alternatively, please email to advise.

If your son does not arrive at PAC OSHC then you will receive a phone call from the OSHC Director or staff member checking his location and safety. Unnecessary phone calls can cause stress for staff members and take their attention away from other boys, so please ensure cancellations are made.

AFTER SCHOOL CARE PROGRAM

To provide an OSHC service that is fun, holistic and responsive to the needs of students, each term PAC After School Care has a new and exciting themed program that forms the basis of the structured activities offered. These programs are educational and provide boys with opportunities to increase their self-esteem and social interaction. Most importantly, they give students the chance to relax, enjoy themselves and have fun!

OHSC has a new theme each term. These themes are based on the boys' interests, cultures, different environments and world events or celebrations. An outline of upcoming activities is displayed in the OSHC room so that students are aware of when activities will occur. These include cooking, craft, challenges and sports. To cater for the wide range of ages in OSHC, several different structured activities will be available each day.

All students have the opportunity to participate in all of these activities. All aspects of the program are fully supervised and children are encouraged to participate and engage in different activities.

All students have the opportunity to engage in free play and a number of construction tools, including Lego, duplo and mobilo. Board and card games are also available. Sometimes these activities will form part of the structured program for the day. For example, chess boards may be set up before students arrive.

On most days the children have access to the gym. A wide variety of sports equipment is available to students to use outside of structured sports activities. Outside play and playground time will be offered when the weather permits.

Computer time will be available on some days. OSHC staff supervise computer access and ensure that any games played are age appropriate and that all students are cyber-safe. OSHC computer time is in accordance with the school policy.

PAC OSHC will sometimes show DVDs. All movies are age appropriate and are rated either G or PG. Television shows from free to air TV will not be shown.

Personal Belongings

Please ensure that all of your son's personal belongings are named. This will help the OSHC staff to return them to your son or their teacher as soon as possible. Any belongings that are found but are not named will be put in the lost property box outside the OSHC room.

Mobile phones, electronic games or iPods should not be brought to After School Care. If found, staff will look after these items until the student is collected.

VACATION CARE PROGRAM

To provide an OSHC service that is fun, holistic and responsive to the needs of students, each school holidays a different Vacation Care Program is prepared. Vacation Care is a time for students to have fun and socialise with their peers while having a relaxing holiday. To facilitate this, each Vacation Care day is based around a particular theme and includes activities that cater for all ages.

To deliver an exciting and fun program, some Vacation Care days will involve excursions or incursions. Vacation Care will always begin and end in the OSHC room.

Many of the activities and games available in After School Care will also be available in Vacation Care. Outside play and sports games are available, along with cooking and craft activities.

Students are encouraged to make use of the wide range of construction and board games.

Unless specified in the daily program, students will need to provide their own snacks and lunch. Water bottles should also be brought to Vacation Care.

Computer time is also available and operates the same as during After School Care. Movies are sometimes shown and are PG or G rated.

Unless specified in the daily program, students are not encouraged to bring games or toys from home.

Personal Belongings

Please ensure that all of your son's personal belongings are named. This will help the OSHC staff to return them to your son or teacher as soon as possible. Any belongings that are found but are not named will be put in the lost property box outside the OSHC room.

Electronic games and toys such as Nintendo DS and iPods are not to be brought to Vacation Care. If found, staff will look after these items until the student is collected.

OSHC SNACKS

Snacks are prepared by OSHC staff in a clean environment in a hygienic manner, are nutritious and include a variety of fruit and vegetables, as well as sandwiches. Boys also have access to tap water and cups to stay hydrated. Water from drinking fountains is also available.

Boys are able to contribute to snack choices by baking, cooking and decorating creations. Boys are often given the responsibility of preparing their own snacks to help them make informed healthy choices. We respond to feedback given by the boys and make changes in accordance.

All snacks that are provided take food allergies into consideration. If a boy is present who has particular allergies, he will be provided with another option so he does not feel excluded.

At OSHC, snacks are provided to Receptions at 3.00pm, and to Years 1-6 at 3.30pm.

Before eating their snacks, all students are asked to wash their hands with soap and water.

Plates are provided to all students, who are encouraged to sit down while eating their snack. When the weather permits, snacks may be eaten outside.

HOMEWORK

Purposes of Homework

Homework provides students with an opportunity to engage in activities that will reinforce and consolidate their learning. It establishes appropriate attitudes, habits, expectations and a commitment to learning that will ensure continuity of learning between the Preparatory and Middle School.

Further, homework is critical to encourage the development in each student responsibility, independence, self-discipline, organisation and planning skills.

Time Guidelines

The Prince Alfred College homework policy states that homework is set regularly on a class basis from Years 3-6 and may be given from Monday to Thursday. The normal time allowance for homework each night is 30 minutes.

To coincide with this policy, Years 3 to 6 are encouraged to undertake their homework in the OSHC rooms between 4:00pm and 5:00pm. We encourage the children to be responsible for their homework and time management. The OSHC staff support and help them as needed.

Students can choose to work on their homework for as long as they like.

BEHAVIOUR MANAGEMENT

PAC OSHC follows the behaviour management policy used by Prince Alfred College.

The procedure used by OSHC staff to remind boys of acceptable behaviour and to warn children of possible consequences are summarised by the following steps:

1) Verbal Warning 1

Individuals are reminded of expected behaviours when participating in certain activities at OSHC.

2) Verbal Warning 2

Where students fail to respond to an instruction or expectation, a warning is given that they may be removed from the activity.

3) Redirection from Activity

Students will be removed from the activity after a warning, if they continue to behave in an inappropriate manner. A staff member will then speak to the student individually about their choices and will discuss ways in which behaviour could be improved.

4) Continued Misbehaviour

If a student continues to behave inappropriately then the OSHC Director will speak to the student. Parents will then be notified about the behaviour and if required the Deputy Head of the Preparatory School will be contacted.

HEALTH & SAFETY

Allergies

All OSHC staff members have EpiPen qualifications and have access to confidential information concerning students who have food allergies. If your son has an allergy, please ensure that he brings his EpiPen to OSHC with him in the unlikely case that he has an anaphylactic reaction. The OSHC Director will store it in a place which is easily accessible for staff.

Illness

If your son becomes ill or unwell whilst at OSHC, we will monitor him and notify you of his condition. You may be asked to collect your son from OSHC if he displays the following symptoms:

- diarrhoea
- vomiting
- head Lice
- inflamed or discharging eyes or ears
- temperature over 38 degrees.

If you cannot be contacted, we will phone the emergency contacts on your son's enrolment form. In the event of an emergency, we will phone for an ambulance. Every effort will be made to establish immediate contact with you. However, your son's medical needs will always come first. If your son is sent home unwell, he must remain at home until he has completely recovered, or is no longer infectious to other children or staff.

Medication

All OSHC staff members have first aid qualifications.

PAC OSHC and Vacation Care does not stock and will not provide any medication (e.g. Panadol, Nurofen) to students in the event of an illness occurring while boys are in our care.

If a student arrives at OSHC or Vacation Care and requires prescription medication for a non-infectious medical problem, the prescription medication must be in its original container, with a chemist label on it that states your child's name and dosage. Non-prescription medication will only be administered in the appropriate dosage listed on the original container and must be accompanied by written authorisation.

Long-term medication requires a doctor's letter stating its use and for the period required (i.e. Ventolin for Asthma) and must accompany an Action Plan.

Please inform the OSHC Director or an OSHC staff member of any medication your son requires, as well as the time it is to be administered, the dosage, storage and any other instructions as required by the doctor.

Sun Protection

At OSHC we aim to promote positive attitudes towards sun safety, through role modelling, education and appropriate behaviours. The sun safety policy at PAC is “No Hat, No Play” during Term 1 and Term 4. Sunscreen will be provided to all boys before they play outdoors. Staff will ensure that sunscreen is applied to all children at least 10 minutes before starting outside play. Sunscreen will be re-applied every few hours during OSHC and Vacation Care.

CO-CURRICULAR ACTIVITIES

PAC OSHC encourages students to make the most of the opportunities offered by PAC. PAC OSHC will make every effort to structure the OSHC program around co-curricular activities.

All co-curricular activities are organised outside of OSHC. Please ensure that you inform the OSHC Director of any co-curricular activities that your son will be participating in. This will ensure staff members know his location and safety.

Music Lessons

Some music lessons take part after school so please ensure that you let OSHC staff know so that we can ensure that your son gets there on time. Some music teachers do pick the boys up from OSHC and walk them back if their lesson is at 3.30pm.

Chess

Chess takes place on Wednesday evenings 3.30pm-4.45pm during Term 2, 3 and 4. Chess is offered to Year 3 to 6. After chess has finished, boys will make their way independently to OSHC.

Tennis

Tennis lessons take place before and after school. Please ensure that you let OSHC staff know if your son has a tennis lesson so that we can ensure that he gets there on time and knows his location. Any Receptions that have a tennis lesson after school will be picked up by the Tennis coach from their classroom and walked to OSHC after his lesson.

SIGNING IN and OUT

Upon arriving and before departing, please ensure you have signed your children in or out. This will need to occur on the 'hub' located by the door to OSHC. This requires an Xplor log in. You are required to sign your children in to Before School Care, out of After School Care and both for Vacation Care.

If you do not sign your son out, then you will be charged a late stay (until 6pm). PAC OSHC staff members are not legally allowed to sign out for you.

Late Collections

Collection of children between 6:00-6:10pm will incur a \$10 late pick up fee per child. After 6:10pm every additional fifteen-minute interval or part thereof will incur a \$20 late pick up fee per family. If late fees are incurred on three occasions within a term the families ongoing enrolment will be reviewed and possibly cancelled.

If your son is not picked up before 6.30pm and contact hasn't been made the police will be contacted.

OSHC FEES

Fees are listed in the Fee Schedule.

Child Care Subsidy (CCS)

We are an approved childcare service. Child Care Benefit (CCB) is a Commonwealth Government payment made to families to assist with the cost of child care. All Australian residents are eligible please complete the online assessment.

To be eligible for CCS families must provide a CRN.

MEDICAL CONDITIONS POLICY

Aim

The service and all educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, staff and visitors.

Implementation

PAC OSHC will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of the Medical Conditions Policy must be provided to all educators and volunteers at the service. The Policy must also be provided to parents of children enrolled at the service.

No child enrolled at the service will be able to attend the service without required medication prescribed by their medical practitioner. Families are required to provide this information on the Enrolment Form as outlined below and are responsible for updating the service on any new medication, ceasing of medication, or any changes to their child's prescription.

Parents must inform the Nominated Supervisor of any changes to their child's medication plan or requirements. Parents will be formally requested at the start of each year via the Centre's blogsite to provide any updates.

Information that must be provided on Enrolment Form

The service's Enrolment Form provides an opportunity for parents to help the service effectively meet their child's needs relating to any medical condition. The following information must be completed on the Enrolment Form, and any information is required to be attached to the Enrolment Form as necessary and kept on file at the service.

- Asthma
- Diabetes
- Allergies
- Anaphylaxis
- Diagnosed at risk of anaphylaxis
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner using the Enrolment Form.

- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner at any point during the child's education and care at the service.
- Any Medical Management Plan put forward by a child's parents and/or registered medical practitioner. The Medical Management Plan must be used to inform the Medical Conditions Risk Minimisation Plan. Parents are responsible for updating their child's Medical Management Plan as necessary and will be regularly reminded by the service as per the Medical Management Communications Plan.

Identifying Children with Medical Conditions

- Any information relating to the above medical conditions will be shared with the Nominated Supervisor, educators, volunteers and any other staff member at the service. Individuals will be briefed by the Nominated Supervisor on the specific health needs of each child.
- Information relating to a child's medical conditions, including the child's Medical Management Plan, Medical Conditions Risk Minimisation Plan, and the location of the child's medication will be shared with all educators and volunteers and displayed in a folder that is easily accessible to all staff and educators.
- All educators and volunteers at the service must follow a child's Medical Management Plan in the event of an incident related to a child's specific medical conditions requirements.
- All educators and volunteers at the service must be able to identify a child with medical conditions easily.
- All educators and volunteers at the service must be able to locate a child's medication easily.

Medical Conditions Risk Minimisation Plan

Using a child's Medical Management Plan, the service will develop a Medical Conditions Risk Minimisation Plan in consultation with a child's parents. The Medical Conditions Risk Minimisation Plan must ensure that any risks are addressed and minimised. The Plan must be developed with the child's parents and medical professionals and these individuals must inform the Medical Conditions Risk Minimisation Plan. To promote consistency and ensure the welfare of all children using the service, we will follow all health, hygiene and safe food policies and procedures.

Any allergens that may be present at the service will be communicated to parents and addressed through the Medical Conditions Risk Minimisation Plan.

- Risk minimisation practices will be carried out to ensure that the service is to the best of our ability providing an environment that will not trigger an anaphylactic reaction in a child. These practices will be documented and reflected upon, with any practice

that may be discovered amended to decrease risk. The service will display an Australasian Society of Clinical Immunology and Allergy inc (ASCI) generic poster called Action Plan for Anaphylaxis in a key location at the service near the Administration desk.

- Ensure that no child who has been prescribed an adrenaline auto-injection device has access to a device.
- Develop an ongoing communication plan with the child's parents and with educators at the service to ensure that all relevant parties are updated on the child's treatment, along with any regulatory changes that may change the service's practices in regards to anaphylaxis.
- The service will ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat.
- Routinely, the service will review each child's medication to ensure it hasn't expired.
- The service will not allow children to trade food, utensils or food containers.
- Food prepared for them at the centre will be prepared in line with their management plan and family recommendations.
- Families are requested to label all drink bottles etc with the child's name that they are intended for.
- The use of food products in craft, science experiments and cooking classes may need to be changed in order to allow children with allergies to participate.
- Food preparation staff will be instructed on the necessity to prevent cross contamination.
- Parents will be asked not to send food with their children that contain high allergenic elements even if their child does not have an allergy. For example, a sign in the foyer reminding families not to send food with high allergenic elements to the service even if their child doesn't have an allergy.
- If appropriate, a child with allergies may have to sit at a different table if food is being served that he/she is allergic to. This will always be done in a sensitive manner so that the child with the allergy does not feel excluded. Always follow correct health, hygiene and safe food policies and procedures.
- Risk minimisation plans provided by families will be consulted by the service when making food purchases and planning menus.
- Where a child is known to have a susceptibility to severe allergy or anaphylaxis to a particular food, the service will have an allergy-awareness policy for that particular

food, e.g. a Allergy-Aware (Nut) Policy, which would exclude children or other people visiting the service from bringing any foods containing nuts or nut products such as :

- Peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts.
- Any other type of tree or ground nuts, peanut oil or other nut based oil or cooking product, peanut or any nut sauce, peanut butter, hazelnut spread.
- Any other food which contains nuts such as chocolates, sweets, lollies, nougat, ice creams, cakes, biscuits, bread, drinks, satays, pre-prepared Asian or vegetarian foods.
- Foods with spices and seeds such as mustard, poppy, wheat and sesame seeds
- In the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction, staff will:
 - Call an ambulance immediately by dialling 000
 - Commence first aid measures
 - Contact the parent/guardian
 - Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted.
- Educators should be educated to recognise how serious anaphylaxis is and undertake the steps that need to be taken in order to minimise the possibility of occurrence. The service will maintain the following in relation to educator qualifications for anaphylaxis:
 - The service will ensure that all educators have completed first aid and anaphylaxis management training, educators will complete training at least every three years from the date their qualification was issued.
 - The service will ensure that all educators in all services whether or not they have a child diagnosed at risk of anaphylaxis undertakes training in the administration of the adrenaline auto-injection device and cardio-pulmonary resuscitation every 12 months.
 - The service will also ensure that all relief educators used by the service adhere to these qualification requirements.

Sources

Education and Care Services National Regulations 2011
National Quality Standard

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employee
- Families
- Interested Parties

Risk Minimisation Plan: Asthma

Philosophy: To provide a safe and healthy environment for students with asthma and asthma symptoms.

At PAC OSHC we acknowledge the occurrence of asthma with many children in our care. Our aim is to become more familiar with the prevention, detection and treatment of asthma and to ensure that all children who have asthma are treated the same as others.

Staff will be trained on how to treat asthma in children. They will be aware of asthma triggers and symptoms and be competent with the recommended procedures to be taken when administering asthma medication. The OSHC is also able to use the services of the School nurse in term times.

Responsibilities of Parents:

Parents of asthmatic children are required to complete an Asthma Record Card, which is kept on file at the Centre in an accessible location to all staff members. In addition, parents are encouraged to inform staff of their child's change in asthma conditions on a day-to-day basis.

Our First Aid kit contains relevant asthma medication with instructions on their use and maintenance. All asthma attacks and treatment are documented by the staff and signed by the parents.

Sources

Education and Care Services National Regulations 2011

National Quality Standard

2005 Staying Healthy in Childcare

Risk Minimisation Plan: Diabetes

Philosophy: To provide a safe and healthy environment for students with diabetes.

Diabetes mellitus is a condition that occurs when the body can't use glucose (a type of sugar) normally. Glucose is the main source of energy for the body's cells. The levels of glucose in the blood are controlled by a hormone called insulin, which is made by the pancreas. Insulin helps glucose enter the cells and maintain normal blood glucose levels.

In diabetes, the pancreas does not make enough insulin (Type 1 diabetes) or the body can't respond normally to the insulin that is made (Type 2 diabetes). This causes glucose levels in the blood to rise, leading to symptoms such as increased urination, extreme thirst, and unexplained weight loss. The most common form of diabetes in children is Type 1. People with Type 1 diabetes need to have insulin daily and test their blood glucose several times a day, follow a healthy eating plan and participate in regular physical activity.

Responsibilities of Parents:

Parents are required to provide accurate, appropriate written information about their diabetic child to those staff who are responsible for their child's wellbeing while at OSHC. This should include a written management plan incorporating any medical recommendations.

- New parents should meet with the OSHC Director prior to the student with diabetes commencing at OSHC. At this meeting, parents are to present and clearly discuss the diabetes management plan, including their child's usual symptoms of abnormal blood glucose levels.
- The parents are to explain any insulin delivery device used by the student and are to provide emergency hypoglycaemic packs and all necessary glucose monitoring and management equipment.
- Parents are to ensure emergency contact details and diabetic care plans are kept up to date.

Responsibilities of OSHC Staff:

OSHC Staff must ensure diabetic students have adequate supervision and a safe environment.

- Ensure all staff/volunteers are aware and can identify any diabetic student.
- The OSHC Director should meet with the parents of the student with diabetes prior to the student commencing at OSHC.
- OSHC Staff are to follow the students Diabetes Management Plan: a copy of which is to be kept in the Centre and have clear communication with the parents when required.

- Display photos and individual management plans discretely in the OSHC Centre.
- Ensure that there are appropriate glucose foods or sweetened drinks readily available to treat hypoglycaemia (low blood glucose), e.g. Glucose tablets, glucose jelly beans, fruit juice.
- Ensure child only has food and drink that are appropriate for the child and are in accordance with the child's Diabetes Care /First Aid Plan.
- Ensure opportunity for the child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Diabetes Care/ First Aid Plan.
- Ensure a location in the Centre for privacy for the child when glucose monitoring occurs (if applicable) – supervision may be required.
- Communicate any blood glucose test results to parents.
- OSHC Staff are to attend relevant training and regular update training by an appropriate health professional.
- OSHC Staff are not expected to take responsibility for insulin and/or glucagon administration, but can do so with appropriate training.

A Hypoglycaemic (Hypo) Reaction is an indicator of low blood sugar.

Brain function and behaviour deteriorate if the brain is not supplied with enough glucose. Too much insulin and/or exercise, or not enough carbohydrate foods may cause a low blood glucose level (hypo) depriving the brain of energy. Treatment is needed promptly to raise the blood glucose level.

- Each child may experience different symptoms and staff should be guided by their management plan.
- Treatment for a hypo will include a fast acting sugar and a slower acting carbohydrate. Individual treatments are to be followed via the students' management plan. Early treatment of a hypo will prevent a mild hypo progressing to a severe hypo. If in doubt, **treat.**
- A child experiencing a hypo is not to be left alone and must be accompanied to their hypo kit, or their hypo kit is to be taken to them.
- If a student shows any sign of hypoglycaemia or complains of feeling "low" then they must immediately take a fast acting carbohydrate from their hypo box and do a blood glucose test. They must then consume a slow acting carbohydrate as per their management plan. A follow up blood glucose is to be done 20 minutes later. All blood glucose readings must be recorded in the student's test kit.
- Adult supervision is needed until the student has fully recovered.

- Parents/guardians must be advised about the hypo.
- Severe hypos causing unconsciousness, seizures or extreme disorientation **cannot** be treated by giving sweet foods or drinks by mouth. They require urgent specialised care using injections of glucose or an injection of Glucagon, which is to be kept with the hypo kit and stored below 25 degrees Celsius. The glucagon injection can be administered by a paramedic, the school nurse or staff member trained and willing to administer this injection.
- An ambulance should be called if recovery takes longer than 15 to 30 minutes or if the child becomes unconscious, whereupon the Glucagon injection must be administered and basic life support commenced.

A hyperglycaemic (hyper) reaction is an indicator of high blood sugar

- A student having a hyper reaction may have an increased need to urinate and drink and may become very tired.
- An individual's management plan must be followed for any hyper reaction.
- Contact the parents as Insulin may be required.

Special considerations:

- A diabetic student must be allowed to eat regularly and prior to exercise.
- If a diabetic student vomits or has diarrhoea, their parent needs to be called immediately.
- Consideration must be given when catering for special events such as class parties, such as having diet soft drinks available. Staff should discuss with parents/guardians catering before such events.
- Special consideration should also be given such as additional time for rest breaks, taking medication, consuming food and drinks and leaving the room under supervision.

Sources

Education and Care Services National Regulations 2011

National Quality Standard

Department of Education and Child Development; Diabetes Australia

Risk Minimisation Plan: Anaphylaxis

Philosophy: To provide a safe and healthy environment for students at risk of anaphylactic reactions.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school-aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents/carers are important in ensuring that certain food or items are kept away from the student while at school.

Objectives

- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling.
- To raise awareness about anaphylaxis and the College's anaphylaxis management guidelines in the college community.
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the College's policy and procedures in responding to an anaphylactic reaction.

Responsibilities of Parents:

- Parents/carers who have a student with a severe allergy must advise and consult with the School to ensure that the School has all the necessary information for the proper management of the allergy. This includes consents, specific medications such as an adrenaline auto-injector (e.g. EpiPen) or antihistamine and a medical action plan. This information must be checked and/or updated annually or any time there are changes to the student's medical condition.
- Once a student is identified as having a severe allergy, either via the School Health Information Sheet or by personal contact with the school, then the Health Centre staff will follow Guideline 14: "Anaphylaxis Management Checklist" to assist with implementing correct management procedures.
- Each student with a severe allergy who has been prescribed an adrenaline auto-injector (e.g. EpiPen) will be required to keep at least one adrenaline auto-injector at school.

These adrenaline auto-injectors will be stored as per manufacturer instructions in the Health Centre or Preparatory School Office unless otherwise negotiated with School staff.

Responsibilities of Staff:

The College will actively maintain a “Nut Aware” risk minimisation strategy. This entails seeking to ensure that:

- All food prepared, served, sold or otherwise procured and distributed by the College through its canteens, dining room, Boarding House, staffrooms, Outdoor Education sites or food dispensing machines, will be free of any nuts or nut-based products.
- No nut products are used in science experiments, art, cooking or craft classes on school grounds.
- Parents/carers of students in the Preparatory School are requested not to send any products containing nuts to school. (Note: products with the “may contain traces of nuts” disclaimer are not included in this request). This parental request is facilitated by newsletter articles and letters sent home.
- The College will implement appropriate management strategies to maintain a safe environment with regard to potential exposure to allergens. Such strategies may include regular grass mowing, removal of heavily flowering plants, ensuring bins are covered and individual classroom requests for exclusion of other high risk foods, e.g. eggs, if applicable.
- Back-up EpiPens are kept at applicable locations within the College, e.g. Health Centre, Preparatory School Office, Boarding House Office, OSHC and the College’s outdoor education campuses (Wambana and Scotts Creek). The use of these back-up EpiPens is guided by the recommendations of the Australian Resuscitation Council and ASCIA (the Australasian Society of Clinical Immunology and Allergy). See Guideline 13: ‘Prince Alfred College: Treatment for Allergic Reactions in a Wilderness Setting by Wilderness Trained Responders’.
- If any student with a severe allergy is participating in an excursion off school grounds, staff will ensure that the applicable medication is included in the excursion first aid kit. This medication is to be obtained from the Health Centre immediately prior to the excursion and returned immediately afterwards or as soon as possible. Staff must be aware of the correct storage requirements for this medication.
- Students with a severe allergy will have a ‘Medic Alert’ display sheet for staff to review, summarising their condition and management. This sheet will be displayed discretely at relevant points around the school. In addition, a ‘Medic Alert’ spreadsheet is produced by the Health Centre staff each year and updated regularly. This spreadsheet can be accessed on the College’s Intranet (‘Sharepoint’).

- Teaching and co-curriculum staff are required to ensure they are familiar with the medical details of students in their care. Printed records of relevant details must be taken by staff on all excursions beyond the Kent Town campus.
- The Director of Sport (Senior & Middle School) and Sportsmaster (Preparatory School) will ensure that external coaches have this information.

Training

- The College will provide and/or facilitate training for relevant staff to recognise and manage anaphylaxis in an emergency situation. The College's first aid procedures and student's ASCIA Action Plan will be followed when responding to an anaphylactic reaction.
- Deputy Heads of School will ascertain the level of anaphylaxis first aid training held by relieving staff members and adjust staffing arrangements accordingly.

Supervision in daily practice

- Encourage no trading or sharing of food, food utensils or food containers.
- Teach Preparatory School students to wash their hands properly and remind all students to wash their hands before and after eating.
- Be aware of the potential for cross contamination when storing, preparing, handling or displaying food.
- Ensure that hands are washed after coming into contact with any nut or nut-based based product.
- Use non-food treats where possible. Avoid using food in activities or games, or as a reward.
- Ensure tables and surfaces are wiped clean regularly.
- Encourage students with severe allergies to insect stings to wear shoes at all times.
- Encourage all students to keep open drinks (e.g. drinks in cans) covered while outdoors.

Summary

The College has adopted the advice, guidelines and procedures recommended by the Australasian Society of Clinical Immunology and Allergy (ASCIA) and the Allergy Department of the Women's and Children's Hospital, Adelaide. However, it is recognised that, even with the best intent and with established guidelines and procedures, the College cannot always control what students, staff and community members do or bring onto the premises or grounds. The College establishes policies and guidelines and encourages the College community to actively support them. The College will, with parents' help, strive to provide the best possible environment for the child and to act appropriately (in consultation with parents and health care professionals) should a situation arise.

Reference: PAC School Policies