LOWER PLENTY PRIMARY SCHOOL OSH 

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# GENERAL HEALTH AND WELLBEING POLICY

## PURPOSE

Lower Plenty Primary School OSHC strives, through its policies and procedures, to provide a clean, healthy environment where hygienic procedures are practised at all times to promote and support the health and wellbeing of staff and children.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* The enrolment procedures will include the requirement that parents advise any particular health issues (including medications, special dietary or other requirements) and any other specific needs of their children.
* The Co-ordinator or representative will ensure that all staff are aware of all such specific notified needs.
* The Co-ordinator or delegate will ensure that staff have had appropriate education or training to enable them to undertake basic support of health needs of children, including administering medications, allergic reactions, and basic first aid and special dietary requirements.
* Employees who are unwell should not attend work and should notify the Coordinator or Supervisor in charge at their earliest convenience that they are unfit for work (medical certificates may be required).
* Staff who become unwell whilst on the job shall report immediately to the Coordinator or Supervisor in charge and may be relieved from duties.
* Staff who have been diagnosed with or suspect that their illness is due to infectious disease shall follow the guidelines as specified by the service in regards to exclusion periods.
* Staff shall not attend to work under the influence of any drug or alcohol which may impact on their individual capacity to perform duties as expected of them in their position.
* Staff may be requested to undertake a health check or medical to verify that they are fit for work as expected of them in their role. This process will be non-discriminatory and implemented without bias or prejudice..

## FURTHER INFORMATION AND RESOURCES

* Children Services Act, 1996 (part 4)
* National Quality Framework Quality Area 2

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.