

**OLIVET CHRISTIAN COLLEGE**  
**003 STUDENT SAFETY POLICY**

Policy number	003		
Drafted by	Mary-Anne Revell	Last Approved by Executive	August 2021
Responsible person	Steven Nicholas	Scheduled review date	August 2024

**Rationale:**

The safety, health and wellbeing of students is a high priority of the College.

**Aims:**

The College aims to maintain a safe and healthy environment for staff and students.  
Most staff are trained to Apply First Aid HLTF009

All staff will attend professional development sessions on Anaphylaxis, Asthma, Diabetes (when a student is enrolled at the College with this condition), and CPR (annually) through online courses or as part of the tri annual First Aid course.

The College will provide the following support structures: -

- Monitoring of and response to consistent student absences
- All staff complete online modules on mandatory reporting each year
- Positive Behaviour (anti-bullying) Policy
- Emergency Management Plan

**Implementation:**

General Supervision

- At least one registered teacher is rostered on Yard Duty at morning recess and lunch recess, with one teacher on duty before and after school.
- Dismissal of students from the College grounds is closely monitored, with all children required to remain in the College grounds until collected by their parent/guardian.
- Students are permitted to leave the College grounds only with permission from the teacher on duty, and then only to retrieve sports balls.
- Early leavers are required to have a written note or email from parents explaining the reason.

**First Aid**

First Aid kits are in the Science, Technology, Year 5-6 classrooms, Kitchen, and Office. The Sport First Aid kit is also located in the Kitchen.

An Accident Register and Registry of Medication is in the office to record all first aid and accident incidents. Provision for a sick bay is made in the front side foyer under direct supervision of the office staff. Parents are contacted to take students home when they are sick (refer to Arrangements for Ill Students Policy).

**Emergency Management Site Plan**

The Emergency Management Site Plan is posted in all rooms, with evacuation procedures clearly marked. Fire drills will be held each term. Bushfire drill held in Term 1 and Term 4 each year. All poisons and cleaning substances are locked away securely in designated storerooms.

**Accidents and Medical Matters**

All enrolment forms have a medical form with an authority from parents to seek medical advice if necessary. No staff member will seek medical advice until they try to contact the parent or emergency contact person first. If either of these are unable to be contacted the principal or his representative will then decide on the action to be taken.

No child is to carry medication (except for asthma sprays) on his/her person at the College (unless an agreement is made between both staff and parents.)

Any medication needed will be given to the person responsible for first aid to be administered in the original labelled packaging showing dosage and expiry date together with a signed form of approval from the parent. Parents are to notify the College of all contagious illnesses (see separate policy). Immunisation programs will be available through the College.

**Evaluation:** This policy will be reviewed as part of the three-year review cycle