



School No: 2068 Established 1878

## 4.4 General Health and Wellbeing



### Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

This Service strives, through its policies and procedures, to provide a clean, healthy environment where hygienic procedures are always practised to support the health and wellbeing of staff and children, and others coming to Cranbourne Primary School OSHC.

### Procedures

- The enrolment procedures will include the requirement that parents advise any health issues (including medications, special dietary, or other requirements) and any other specific needs of their children.
- The coordinator or representative will ensure that all staff are aware of all such specific notified needs.
- The coordinator 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 regard 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.

### Relevant Law and Regulations

Children Services Act, 1996 (part 4)

National Quality Framework Quality Area 2

### Relevant Policies

Enrolment  
Hygiene  
Medical Conditions Medication

## Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025