

# General Information

## A. *Sickness/Accidents*

Students who are ill are to report directly to the administration office for placement in the sick bay until parents can be contacted and arrangements made for students to go home. Accidents will be attended to in a similar way. An ambulance may be called at the school's discretion, at no cost to the parents. Parents are asked to ensure that a current emergency phone number is lodged with the school on the student's file.

### ADMINISTRATION OF MEDICATION

The administration of essential medications to manage students' health conditions is part of the Department of Education (DOE) common law duty of care to take reasonable steps to keep students safe while they attend school and to satisfy legislative obligations under the:

- *Education (General Provisions) Act 2006 (Qld)* to facilitate the operation of schools as safe and supportive learning environments;
- the *Work Health and Safety Act 2011 (Qld)* to eliminate or minimise risks to the health, safety and welfare of persons at the school;
- *Disability Standards for Education 2005* to make reasonable adjustments for people with a disability so they may access education on the same basis as a person without a disability.

Having medications on school sites requires schools to implement systems to keep staff and students safe.

### Over-the-counter Medications

The Department recognises that all medications, including over-the-counter (OTC) medications, e.g. paracetamol or alternative medicines, may be drugs or poisons and may cause side effects. As such, schools are required to receive *medical authorisation* from a prescribing health practitioner (e.g. doctor, dentist, optometrist, but **not** a pharmacist) to administer **any** medication to students, including those bought *over-the-counter*.

Whilst parents may administer OTC medications to their child without medical authorisation, they are aware of the child's complete medical history, and are able to provide ongoing, direct supervision for the course of the child's illness. Due to these circumstances, a parent is also more likely to recognise if their child is having adverse effects and requires immediate medical attention.

The student's prescribing health practitioner also has the knowledge of the child's medical history to determine the appropriate OTC medication to administer and is therefore able to determine dosage and provide advice regarding potential side effects or interactions with other medications.

For these reasons, OTC medications will only be administered to students at school if medical authorisation has been received.

## B. *Access to Students During the School Day*

All requests for access to students during the day are to be made through the administration office. Only parents or other members of the immediate family will be allowed contact with students during the school day. The office staff are able to accept urgent messages from parents for students. It is sometimes difficult to contact students immediately in the high school campus, owing to its size as well as the variety of activities and locations used for lessons. Therefore, important messages should be left with office staff as early as possible.

## C. *Parent Enquiries Concerning Students*

All enquiries must be made initially through the administrative staff. Parents are encouraged to come to school to discuss their student's progress. At least two days' notice should be given when inquiring so that a reasonably detailed statement may be obtained from the student's class-teachers.

## ***D. Arrival at School***

Students travelling on buses are to enter the school grounds immediately after the bus has arrived at school.

Students who walk or ride to school are requested to travel directly to school via the shortest practical route.

Having arrived at school, students are not permitted to leave the school grounds.

## ***E. Late to School***

Students are to report directly to the administration office when arriving late to school where they are required to present a signed, dated note from their parents/guardian explaining their late arrival. A phone call to the school office on 4945 0111 or by Schoolzine ID Attendance Text Messenger from a parent/guardian would be acceptable in place of a note. A late slip is to be collected from the office by the student for admission to class.

## ***F. Leaving School grounds***

Having arrived at school, students are not to leave the school grounds. In exceptional circumstances, however, a temporary pass may be issued.

### **TEMPORARY PASS**

Restricted to situations of an urgent nature that cannot be conducted out of school hours (e.g. medical appointments).

Parents/Guardians are to phone the school or send a signed, dated note with their child stating time and a valid reason for the request to leave the school grounds. Approval of all passes is at the discretion of the Principal (or

Deputy Principal). If a temporary pass is approved it will be issued to the student. The pass is to be returned to the office immediately on return to school.

### **SCHOOL ACTIVITY 'OFF CAMPUS' PASS**

Restricted to students with a modified timetable to accommodate traineeships, apprenticeships, senior studies activities and other alternative pathways offered to attain a Queensland Certificate of Education. Students **MUST** sign in and out through the office using their ID cards.

## ***G. Attendance***

If notifying the school of an impending absence a brief, written explanation from a parent/guardian should be forwarded to the school. This should be presented to the office by the student immediately after the absence. Parents may find it more convenient to phone the administration office on the school absentee line on 4945 0160 with notification of a student's absence. If students are going away on holiday, outside of normal vacation periods, the school should be notified before the event via Schoolzine ID Attendance Text Messenger. Parents can apply for an exemption from participation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days. Situations where an application for an exemption may be granted: diagnosis of terminal medical condition; illness or hospitalisation (including recovery period at home) for a period greater than 10 consecutive school days; 'carer' responsibilities; diagnosed mental health condition; and/or temporary interstate or overseas relocation where the family intends to return to Queensland. Also, notes with legitimate reasons for absence are very important for those students receiving Youth Allowance. If no previous notification has been received, the parent/guardian will automatically be sent a text message via their mobile phone on the day of absence, for an explanation.

## **H. Termination of Enrolment**

The school administration should be notified, by letter, email or phone, prior to a student leaving this school. A forwarding address and bank account details should be given and, if known, the new school which the student will be attending. On the last day of attendance the student must bring to school all textbooks, library books, computers, cases and chargers borrowed from the school.

If your student participated in the CYOD Program where the school purchased the device for you, there is a process to follow. Your device will need to be handed into the library for school software to be removed and ownership of the device changed over to the family.

If all school resources have been returned, in good condition and you are participating in the Resource Hire Scheme, you may be eligible for a prorata refund which will be forwarded to the supplied address or deposited into the bank account supplied.

## **I. Lost Property**

The administration office monitors and retains items of lost property. Property that is found should be handed directly to the office. Students inquiring about lost property should check with the administration office first unless it is a USB stick, then they must check at the library. Students are reminded to label all belongings. Money that is found is handed into the office staff. Money should NOT be left in school bags at any time. If large sums of money are brought to school, these should be handed into the office for safe-keeping. Students are asked NOT to bring personal belongings to school (e.g. iPods, MP3s, mobile phones or skateboards). The school takes no responsibility if they are lost or stolen. At the end of each term all lost property is donated to charity.

## **J. Students' Cars**

Students who drive cars to school must park outside the school grounds. Parents should contact administration directly, to give permission for their child to travel to and from school, or any school function, in another student's car.

## **K. Newsletters/Facebook**

The school publishes a fortnightly School Newsletter. It contains items of interest, upcoming events, results of student endeavour (sport and academic) and from time to time, positions of employment for school leavers.

Our school newsletters goes out electronically by subscribing online to Schoolzine <http://proserpineshs.schoolzinenewsletters.com/subscribe> copies are also available from the counter of our school office.

The school's website [www.proserpineshs.eq.edu.au](http://www.proserpineshs.eq.edu.au) and the school Facebook page [www.facebook.com/](http://www.facebook.com/)

Proserpine State High School also contains relevant up-to-date school information.

## **L. Compulsory Health & Physical Education**

Parents of students with chronic illnesses must ensure that this is noted on students' enrolment cards so that proper care and attention can be given. Students who need to be excused occasionally from Health & Physical Education classes would need to have permission in writing from parents on each occasion. Failure to bring an appropriate change of clothing as a means of avoiding Health & Physical Education lessons is unacceptable, and will result in a detention.

## **M. Insurance**

Education Queensland has no insurance for students who are involved in accidents whilst at school or on school activities. As dental, optical and medical bills are expensive, parents are strongly advised to consider taking out a private insurance policy to cover such eventualities.

## ***N. Flood Conditions***

The school does not close during flood conditions in the shire. Those students who are not flood bound and are able to make their way to school are required to do so. Individual bus companies make the decision as to whether a particular route will run during flood conditions. If rain is so heavy through any school day that some afternoon bus routes are likely to be flooded, individual bus companies may decide to pick students up early from the school. Parents are advised to check with the appropriate bus company if students are likely to be arriving home early during such inclement weather. Announcements will also be made by local radio stations.

Updates will also be communicated via mobile text message, Schoolzine and Facebook. When the buses depart school early due to wet weather, parents will be notified by a mobile text message.

## ***O. Cyclone Conditions***

Tropical cyclones will be well advertised on the local electronic media when such severe weather conditions exist. Under most circumstances the school will be open, even though local flooding may occur. If the severity of the cyclone is such that the school must close, this will be well advertised on the local radio stations from early morning. Updates will also be communicated via mobile text message, Schoolzine and Facebook. Parents and students are advised to tune into local radio stations if it is considered likely that the school may close for the day.

## ***P. Vandalism and School Property Damage***

Students who deliberately and knowingly damage or destroy school property will be required to pay restitution for repair or replacement. Any student who damages or destroys property as a consequence of disobeying instructions, deliberate failure to follow correct procedures or misuse of equipment will also be required to pay for repair or replacement. Community service to the school may also be required as part of the process.

## ***Q. Prohibited Items***

The following is a guide of prohibited items at Proserpine State High School:

- Chewing gum (Section 3 – Safety);
- Aerosol deodorant sprays (Section 3 – Safety);
- Smoking implements (including but not limited to lighters, roll-your own papers, filters, E-cigarettes, etc. (Section 4 – Drugs, Smoking are not allowed on Government Property));
- Knives or items that could be used a weapon (Weapons Act 1990);
- Writing tools that could be used for graffiti (including but not limited to permanent markers, whiteout pens, etc.);
- Laser pointers.