



THE PITTWATER HOUSE SCHOOLS

70 South Creek Rd, Collaroy | PO Box 244, Manly NSW 1655 | T. 02 9981 4400 | F. 02 9971 1627

2009 SCHOOL INFORMATION HANDBOOK

SECTION 5: MEDICAL

1. ILLNESS AND ABSENCES

If a child is absent because of illness or any reason other than approved leave of absence, parents are asked to telephone or email the School on the first day before 8.45 am and inform the Head's Secretary at School Reception on 9981 4400 (school.admin@tphs.nsw.edu.au) At that time, or as soon as possible thereafter, it would be appreciated if an indication of any likely extended absence could be given. If the School is satisfied that the parent has phoned or emailed, then that absence will be entered into Quad. If the School is not satisfied then the parents will be contacted for confirmation. Junior School pupils who have unexplained absences will have their parents phoned to ascertain why they have not attended School. The School Diary Planner is not to be used for this purpose as the School must retain the letter as part of the requirements for recording purposes. Parents and guardians should proceed as follows:

- a. A letter or note must be brought to School by your child on the day on which he/she returns. Alternatively an e-mail may be sent.
- b. The actual dates of absence should be stated.
- c. Your child's name and class are to be printed at the top.
- d. Secondary School – all absences after 9.00am will be counted as a half day absence.

2. ILLNESS AT HOME

If a pupil is to be away for one or two days with a minor ailment follow the procedure in 1. above. If a pupil should contract a transmissible illness which could cause or be part of an epidemic, please inform the School upon diagnosis so that we can be alert for further cases. In the event of hospitalisation of a pupil, please inform the School at the time of the nature of the illness and the name of the hospital. It should be noted that a medical certificate is required to cover the absence of any Form 10, 11 or 12 pupil from an "assessable task".

3. IMMUNISATION

It is a requirement under the Public Health Act for parents enrolling children to provide the school with an Immunisation Certificate to identify the immunisation status of the child. This does not mean that immunisation is compulsory, however, parents must be aware that an unimmunised child may be excluded from school in the event of an outbreak of disease. Parents are still required to present an Immunisation Certificate with Section B Incomplete Immunisation showing the reason for the child being unimmunised. An incomplete Certificate or the absence of a Certificate indicates that the pupil should be regarded as *unimmunised*. In the event of an outbreak of a vaccine-preventable disease, the Act requires schools to ensure that CHILDREN WHO HAVE NOT BEEN IMMUNISED are EXCLUDED FROM SCHOOL for the duration of the outbreak. Certificates are required for all children to prove immunisation. Parents of ECC pupils will need to show evidence of immunisation status (e.g. copy of the "Blue Book") at time of enrolment interview and leave a photocopy of relevant pages for School files. It is not compulsory for a child to be immunised and parents have the right of choice.

4. ILLNESS AT SCHOOL

If a pupil becomes ill at school he/she reports to the Health Centre (M156) (Telephone: 9972 5734) where the School Nursing Sister will conduct a health check and administer first aid or non-prescription medicines. The Health Centre can provide bed rest for short periods during the school day but Sister will contact parents/guardians if a pupils needs to be collected for proper bed rest. In

cases of serious injury or illness a pupil may be taken to the School Doctor (Oaks Medical Centre, Dee Why) or taken to hospital by ambulance. Parents will be contacted if a pupil is being taken off campus for medical treatment. Parents are legally responsible for all medical fees and it is essential that each pupil's Medicare number is on the School records and accurate at all times.

5. MEDICAL INSURANCE

All families are advised to have their children adequately covered for the cost of treatment for accidents, injury or sickness. Present Federal Law prohibits the School from paying for or having the cost of hospitalisation or medical practitioners' fees covered by our insurance.

School Student Accident Insurance Cover is provided through the School's insurers, AON Insurance Services, by payment of an annual premium to be advised shortly which will be billed to all parents in Term I. The AON Plan, provides 24 hours per day, 7 days per week protection for permanent disability events, benefits for broken bones and damaged teeth, burns, bed care, home help, tutorials, extra travel, emergency transport, physiotherapy, dentist, private hospital and the like (non-Medicare medical expenses). It includes School fee relief following the accidental death of a pupil's parent/guardian/benefactor, up to \$10,000 payable to the School; and its geographical scope is world-wide.

All pupils are adequately covered under the Public Liability Policy of the School anywhere in Australia. All parents are required to sign an approved "Permission Note" for all excursions and activities off campus. A blanket form is used for off campus walking trips to places such as Dee Why Reserve, Courtsportz and Long Reef for PE and Dee Why canal for Streamwatch.

6. MEDICATION

Any pupil required to take medication during the school day must have medicine delivered to the Health Centre unless special arrangements have been made with Head of School. Any instance of self medication must be registered in writing with the appropriate Head of School.