



**2016-2017
Policies & Procedures
Handbook**

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1.
JustArt Australia
Additional Needs Implementation

We recognise that additional needs may be short term or long term. Our workshops welcome children with additional needs who:

- are Aboriginals or Torres Strait Islanders
- are recent arrivals in Australia
- have a culturally and linguistically diverse background
- live in isolated geographic locations
- are experiencing difficult family circumstances or stress
- are at risk of abuse or neglect
- are experiencing language and communication difficulties
- have a diagnosed disability—physical, sensory, intellectual or autism spectrum disorder
- have a medical or health condition
- demonstrate challenging behaviours and behavioural or psychological disorders have developmental delays
- have learning difficulties
- are gifted or have special talents
- have other extra support needs.

Learning Environment

JustArt Australia where possible will adapt the environment and make changes to equipment and programs to include all children with additional needs. We will work with external professionals in our workshops who support children with special needs who have a working with children check.

2.
JustArt Australia
Behaviour Management Policy

Aim

JustArt Australia aims for each student to have a positive experience in our workshops. Positive behaviour management is used by JustArt Australia.

Implementation

Positive guidance, encouragement of good behaviour, and redirection will be used to manage behaviour where possible.

Class rules are established at the beginning of each session. Negative behaviour will be dealt with through positive reinforcement, and parents will be informed on collection of your child. If your child displays behaviour in which themselves or other children are at risk, we will work collaboratively with you to manage your child's behaviour. Children will only be excluded from JustArt Australia as a **last resort** if, after many attempts, their behaviour continues to put themselves or others at a level of risk we cannot manage.

We are happy to include any child's professional helper, however you must provide a **Working With Children Check** and **First Aid Certificate** before the workshop.

3. JustArt Australia Chemical Spills

Aim

To ensure all chemical spills are cleaned up in a timely, safe manner without any risk to adults or children.

Procedure:

- Remove students from the area.
- Contain the spill and clean it up thoroughly and promptly.
- Never assume a chemical is harmless. Approach the spill with care as some chemicals may lack colour or odours, but may still be dangerous.
- Identify chemicals and potential hazards by reading the manufacturer's instructions to clean up the spill appropriately.
- Decontaminate any equipment or clothing associated with the spill.
- Dispose of any equipment should the spill have made it unsafe for further use.
- Review procedures to analyse how to minimise future incident.

Source

Occupational Health and Safety Act 2000 Occupational Health and Safety Regulations 2001

Review

The policy will be reviewed annually by Management June 2017.

4.
JustArt Australia
Child Protection

NOTIFICATIONS OF ABUSE

IF ANYONE AT THE SERVICE HAS SUSPICIONS OF ABUSE, CONSULT THE MANDATORY REPORTERS GUIDE TO ASSESS WHETHER A CHILD IS AT RISK OF SIGNIFICANT HARM.

WWW.KEEPTHEMSAFE.NSW.GOV.AU

WHEN SOMEONE WITH MANDATORY REPORTING OBLIGATIONS HAS REASONABLE SUSPICION OF ABUSE THEY NEED TO CONTACT THE NSW CHILD PROTECTION HELPLINE [133627](tel:133627) (24 HOURS, 7 DAYS)

Aim

JustArt Australia takes our responsibility to provide a safe and caring environment for all children seriously. We believe that the safety of children is paramount at all times and aims to protect a child's right to be safe from abuse of any kind.

JustArt Australia also aims to defend the rights of educators to confidentiality if a complaint against them is made and is found to be unsubstantiated. The service will ensure that all parties affected by this policy are made aware of their roles and responsibilities regarding child protection. The service aims to educate all parties about their roles in child protection and also about signs of abuse and ensure that all requirements of child protection requirements are being met.

Statement of Commitment

Our centre fundamentally believes that all children have the right to a life that is free from harm. Our centre aims to provide an environment that is free from any type of abuse and foster a child's growth and development as per the individual requirements of each child. Educators at our centre are aware of their obligations under the law in regards to the welfare of children and at all times uphold their obligation. In addition to this, JustArt Australia aims to provide regular training to all educators (along with any volunteers, students etc) on child protection issues to ensure that, in the sad event a child has suffered abuse, the service can act quickly in the best interests of the child.

5. JustArt Australia Emergency Procedures

Aim

In the event that the service needs to be evacuated, we aim to conduct this in a timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc.

Implementation

When you call Triple Zero (000):

- Do you want Police, Fire or Ambulance?
- Stay calm, don't shout, speak slowly and clearly
- Tell us exactly where to come. Give an address or location.
- If you are deaf or have a speech or hearing impairment call 106
- This is a Text Emergency Call, not SMS
- You can call from teletypewriters
- Tell us which service you need and where to come
- How to call Triple Zero (000)
- Stay focused, stay relevant, stay on the line
- The Triple Zero (000) service is the quickest way to get the right emergency service to help you.
- You can contact Police, Fire or Ambulance in life threatening or emergency situations.
- Assess the situation
- Is someone seriously injured or in need of urgent medical help?
- Is your life or property being threatened?
- Have you just witnessed a serious accident or crime?
- If you answered YES call Triple Zero (000).
- Make your call
- Stay calm and call Triple Zero from a safe place
- When your call is answered you will be asked if you need Police, Fire or Ambulance
- If requested by the operator, state your town and location
- Your call will be directed to the service you asked for
- When connected to the emergency service, stay on the line, speak clearly and answer the questions
- Don't hang up until the operator tells you to do so.
- Providing location information
- You will be asked where you are
- Try to provide street number, street name, nearest cross street and the area

- In rural areas give the full address and distances from landmarks and roads as well as the property name
- If calling from a mobile or satellite phone, the operator may ask you for other location information
- If you make a call while travelling, state the direction you are travelling and the last motorway exit or town you passed.
- Instructions from the operator
- The operator may ask you to wait at a prearranged meeting point to assist emergency services to locate the incident

Other languages and text based services

- People with a speech or hearing impairment can use the One Zero Six (106) text based service
- If you can't speak English you can call Triple Zero (000) from a fixed line and ask for 'Police', 'Fire', or 'Ambulance'. Once connected you need to stay on the line and a translator will be organised
- Further information in several community languages can be found on the Emergency information in other languages page.

Other things you can do

- Keep the Triple Zero (000) number beside telephones
- Teach children and visitors that the emergency number to call in Australia is Triple Zero (000)
- Teach children when and how to use Triple Zero.

JustArt Australia Bushfire and Evacuation Policy

Aim

To ensure the safety of teachers, adults and children who attend JustArt Australia workshops. Emergency services will make recommendations and we will follow their instructions in the event of a bushfire. Depending on the venue, JustArt Australia will follow the venue emergency evacuation procedure.

Implementation

As per the Royal Bushfire Commission Report, the service will prepare a Bushfire Action Plan should a bushfire affect the service's operations.

The aim of this Bushfire Action Plan is to outline procedures in the following circumstances:

- On days of Total Fire Ban
- When there is a fire in the local district.
- When a bushfire is threatening or impacting the site.
- During a period of recovery if a bushfire impacts the service.

During peak bush fire seasons in Spring and Summer, we will monitor the Fire Danger Rating. Should the Rating be above High, educators will monitor the situation in line with the process in our region, such as via the internet or radio, to keep aware of the situation.

A Safe Refuge Kit will be organised and stored somewhere that is easily accessible and checked annually. This kit will include:

- A copy of the Bushfire Action Plan
- Emergency Contact Details for each child.
- Child attendance registers.
- Emergency telephone numbers.
- Working torch and spare batteries
- First Aid Kit.
- Educators/Children Medications and Medical Register
- Mobile Phone
- Drinking Water

Very High, Severe or Extreme Fire Danger Ratings:

- Family members will be required to provide a reliable contact number for the day and families are required to provide the service with their child's asthma medication for the day.
- We will ensure that all outdoor taps are in working order with hoses attached and buckets placed beside each exterior tap.
- We will ensure that the outdoor industrial dumpster is closed at all times.
- The Fire Warden will ensure all hazards are removed from passages and walkways and nothing is blocking emergency exits.

Fire Reported in Local Area:

- The Nominated Supervisor will inform families and educators via a notice posted on the front door/foyer/noticeboard.
- All children's activities outside the building will be cancelled.
- Families will be required to provide a reliable contact number for the day and provide asthma medication if their child suffers from asthma.
- The Nominated Supervisor will ensure that all outdoor taps are in working order with hoses attached and buckets placed beside each exterior tap.
- The Nominated Supervisor will ensure that the outdoor industrial dumpster is closed at all times.
- The Emergency Contact register, Daily Roll, daily medical register will be added to the kit.
- The Fire Warden will ensure all hazards are removed from passages and walkways and nothing is blocking emergency exits.

Fire Reported in Immediate Vicinity or Directly Impacting the Service

- The procedure above will be followed immediately.
- Educators will move all hoses inside building
- Educators will close all doors and windows
- Educators will access the roof space every 10-20 minutes to check for spot fires
- The Nominated Supervisor will inform the owner/approved provider of the situation and regularly keep them updated of the situation.
- The Approved Provider will inform the appropriate service about the situation, advising the Licensing officer of the number of children affected, the educator ratios in place and any issues or injuries that have arise.
- The Emergency Response Team, made up of members of educators, will assess the situation and if necessary make arrangements for the care of children for an extended period of time.
- Educators at the service will stay on duty until all children have been collected.
- We will administer first aid should the situation arise.
- The Emergency Response Team of nominated educators will continue to check the building and surrounds for 2-4 hours after the front has passed.
- Relevant teachers will undertake a debrief of the fire emergency situation and the procedures undertaken. Teachers will be requested to review their own roles, responsibilities and preparation before and during the crisis. The policy will be reviewed to ascertain its effectiveness.
- Nominated educators will arrange to have fire fighting equipment, warning system and Emergency Kits checked and readied for use again.
- If necessary, the Nominated Supervisor will arrange for relevant authorities to check the safety of the site.

JustArt Australia Evacuation Procedure

In the event that we need to evacuate our location the following procedure will be followed at Hunters Hill Scout Hall:

- Nominated Supervisor will blow the whistle 3 times
- Students to calmly assemble quickly at the front door
- Students walk to the emergency assembly point located to the left of the building on the grass beside the neighbouring fence on Durham St, Hunters Hill
- Emergency services to be called on 000

JustArt Australia Lockdown Policy

Aim

The Lockdown Policy aims to ensure the safety of all children, educators, families and other visitors to JustArt Australia in the event of a threat. JustArt Australia aims to minimise the risk of harm or the exposure to danger to anyone on the premises through the implementation of this procedure.

Implementation

Examples of such critical incidents are:

- Death of a child at the service or on an excursion.
- Children/educators being taken hostage.
- A siege of service property.
- A disaster in the local community.
- Unusual amounts of media attention.
- Aggressive trespassers.

If an event takes place that requires a "Lock Down", the following should occur:

- The educator who witnesses the event or issue must try to raise an alarm with the most senior person in charge.
- 000 must be called immediately if the event or issue requires the police, ambulance or fire service to respond.
- The most senior person in charge will determine the need for a "Lock Down" and raise the appropriate alarm by blowing a whistle 3 times.

Alarm Procedure

- All persons will remain in their rooms.
- If possible, educators will make efforts to seal and lock doors and windows.
- Children should remain under the desks or down low and out of sight during the lockdown period.
- If children are outside, Teachers should get them inside as quickly as possible.

Educators Responsibilities:

- Person in charge to contact Emergency Services and follow their instructions.
- Educators not involved in the lockdown or without children to supervise are to go to the front of the service to liaise with Emergency Services if it is safe to do so.
- Educators must check the sign-in sheet and check all signed-in children are present.
- Any absences must be reported to the Director as soon as it is safe.
- Educators are to close and lock all doors and windows, turn the lights off and ensure children are kept below the window level.
- All educators, children and anyone else present will remain in the locked room until the "All Clear Signal" is given by the person in charge.

The All Clear Signal is as follows:

- The most senior person in charge will say, “The Lock Down has now ended. Everyone follow me and the educators in an orderly manner”.

Fees and Charges

- Attendance fees for the day will still be charged. Should family member be unable to collect, or arrange collection of their children within one hour of the usual operation hours of the service, fees will apply as per our Arrival and Departure Policy.

Sources

Education and Care Services National Regulations

The Bushfire Royal Commission Report Vic 2009

JustArt Australia

Injury, Trauma and Illness Policy

Aim

JustArt Australia educators can effectively respond to and manage accidents, illness and emergencies which occur at the service to ensure the safety and wellbeing of children, educators and visitors.

Implementation

This policy and related policies and procedures at the service will be followed by nominated supervisors and educators of, and volunteers at, the service in the event that a child:

- (a) is injured; or
- (b) becomes ill
- (c) suffers a trauma.

The approved provider of the service will ensure that a parent of a child is notified as soon as practicably possible and without undue delay. Parents will be notified no later than 24 hours of the injury, illness or trauma. An Incident, Injury, Trauma and Illness Record will be completed without delay.

First aid kits will be easily recognised and readily available where children are present at the service and during excursions. They will be suitably equipped having regard to the hazards at the service, past and potential injuries and size and location of the service.

We will ensure first aid, anaphylaxis management training and asthma management training is current and updated at least every 3 years, and that all components of the first aid certificate are current if some require an earlier revision.

First aid qualified educators will be present at all times. They will never exceed their qualifications and competence when administering first aid.

During induction training for new educators and staff we will:

- Advise which educators have first aid qualifications, and asthma and anaphylaxis management training and the location of the first aid kit
- Obtain information about any first aid needs the educator may have that could require specific treatment in a medical emergency. This information will only be provided to first aid qualified educators with the employee's consent.
- We will review our first aid response plan, the location of the first aid kit and who our first aid trained educators are at least annually or when there are any changes during staff meetings or through newsletters, emails or memos.

Administration of First Aid

If there is an accident, illness or injury requiring first aid, the following response procedure will be implemented:

- A first aid qualified educator will assess the incident, illness or injury
- First aid qualified educator reviews child's medical information including any medical information disclosed on the child's enrolment form, medical management plan or medical risk minimisation plan before the first aid qualified educator attends to the injured or ill child or adult.
- If the illness or incident involves asthma or anaphylaxis, an educator with approved asthma or anaphylaxis training will attend to the child or adult.
- Nominated educators supervise and care for children in the vicinity of the incident, illness or injury
- If required, first aid qualified educator or nominated supervisor notifies and co-ordinates ambulance
- If required, first aid qualified educator or nominated supervisor notifies parent or authorised nominee that child requires medical attention from a medical practitioner
- If required, educator or nominated supervisor contacts parent or authorised nominee to collect child from service
- Nominated supervisor ensures Incident, Injury, Trauma and Illness Record is completed in full and without delay and parent or authorised nominee is notified as soon as possible and within 24 hours of the injury, illness or trauma.

First Aid Kit Guidelines

Any First Aid kit at the service must:

- Not be locked.
- Not contain paracetamol.
- Be appropriate for the number of employees and children and adequate for the immediate treatment of injuries at the service.
- Be in a place that takes an employee no longer than two minutes to reach, including time required to access secure areas
- Be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- Be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments.
- Contain a list of the contents of the kit.
- Be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not deteriorated or expired.
- Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- Be easy to access and if applicable, located where there is a risk of injury occurring.
- Display emergency telephone numbers, the phone number and location of the nearest first aid trained educators (including appropriate information for those employees who have mobile workplaces).

- Consideration should be given to preventative measures such as sunscreen protection and portable water if working outdoors.
- First Aid kits must be taken on excursions and be attended by First Aid qualified educators.
- Be maintained in proper condition and the contents replenished as necessary.
- Directors are responsible for using the First Aid Checklist and ensuring each Kit has the required quantities, items are within their expiry dates and sterile products are sealed. This will occur after each use or if unused, at least annually. They will also consider whether the first aid kits and modules suit the service's hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the nominated supervisor.

First Aid Kit Checklist

JustArt Australia will use the following Checklist which is taken from the First Aid in the SafeWork NSW.

- JustArt Australia will determine the appropriate quantity after considering the number of children in care.
- Our educators will also ensure they are equipped with the appropriate resources to deal with a child at risk of anaphylaxis and other medical conditions. Educators may wish to provide additional items or modules, for example burns modules and eye wound modules.

First Aid Products:

40x ADHESIVE PLASTER STRIPS(25 x 70MM)
 50 x ADHESIVE PLASTER STRIPS(15 x 65MM)
 3 x ABSORBENT GAUZE SWAB STERILE (7.5CM x 7.5CM)
 2 x RECTANGLE BANDAGE ADHESIVE STRIPS
 22 x ALCOHOL PREP PAD
 1 x CPR MOUTH BREATH MASK
 10 x SAFETY PINS
 1 x EMERGENCY BLANKET
 2 x STERILE EYE PAD
 2 x TRIANGULAR BANDAGE
 1 x INSTANT COLD PACK
 1 x FIRST AID TAPE
 6 x WOUND DRESSING (3" x 3")
 4 x DISPOSABLE VINYL GLOVES(M SIZE)
 5 x 5CM X 4.5M CONFORMING BANDAGE
 5 x 7.5CM X 4.5M CONFORMING BANDAGE
 2 x 10CM X 4.5M CONFORMING BANDAGE
 1 x 11CM PLASTIC TWEEZER
 20 x STERILE ABSORBENT COTTON
 1 x SCISSORS
 50 x COTTON TIPPED APPLICATORS
 Large First-aid pamphlet as approved by SafeWork NSW

Notification of serious incidents and complaints

The Director will notify the regulatory authority within 24 hours of any serious incident at JustArt Australia. This includes an injury or trauma to, or illness of a child for which the attention of a medical practitioner was sought or ought reasonably to have been sought or the child attended, or ought reasonably to have attended a hospital.

If the attention of a medical practitioner was sought or the child attended hospital in connection with the injury, trauma or illness the incident is a 'serious one' and must be notified.

To decide if an injury, trauma or illness is a 'serious incident' when the child did not attend a medical practitioner or hospital, we will consider the following issues:

- Was more than basic first aid needed to manage the injury, trauma or illness?
- Should medical attention have been sought for the child?
- Should the child have attended a hospital or an equivalent facility?

Serious incidents include:

- head injuries
- fractures
- burns
- removal of fingers
- meningococcal infection
- anaphylactic reaction requiring hospitalisation
- witnessing violence or a frightening event
- A serious incident also includes:
 - • epileptic seizures • bronchiolitis • whooping cough • measles • diarrhoea requiring hospitalisation • asthma requiring hospitalisation • sexual assault *The death of a child
- An incident at the service where the emergency services attended or should have attended:
 - A child is missing
 - A child has been taken from the service without the authorisations required under the regulations
 - A child is mistakenly locked in or out of the service.
 - If JustArt Australia only becomes aware that the incident was serious afterwards, we will notify the regulatory authority within 24 hours of becoming aware that the incident was serious.
- We will notify the regulator using form SI01 Notification of Serious Incident.

The Approved Provider will also notify the regulatory authority in writing:

- within 24 hours of any complaints alleging that the safety, health or wellbeing of a child is being compromised at the service or within 7 days of any circumstances arising at the Service that pose a risk to the health, safety and wellbeing of a child.

Work Health and Safety (OHS) requirements:

Serious injury or illness is a "notifiable incident" under the work, health and safety legislation.

Serious injury or illness means a person requires:

- immediate treatment as an inpatient in a hospital, or

immediate treatment for:

- the amputation of any part of the body
- a serious head injury
- a serious eye injury
- a serious burn
- the separation of skin from an underlying tissue (such as degloving or scalping) or a spinal injury
- the loss of a bodily function
- serious lacerations or medical treatment within 48 hours of exposure to a substance.

A dangerous incident is also notifiable under the legislation.

Dangerous incidents include:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- The Director must notify WorkSafe by telephone 13 10 50 or in writing (including by facsimile or email) as soon as possible after the injury, illness or incident. Records of the incident must be kept for at least 5 years from the date that the incident is notified. The approved provider/nominated supervisor must ensure the site where the incident occurred is left undisturbed as much as possible until an inspector arrives or as directed by WorkSafe.

Sources

- Education and Care Services National Regulations 2011 National Quality Standard
- Work Health and Safety Act 2011
- Work Health & Safety Regulation 2011
- Safe Work Australia Legislative Fact Sheets First Aiders
- Safe Work Australia First Aid in the Workplace Draft Code of Practice (Draft)

Injury/Fatality Procedure

Implementation

Educators will follow and implement this procedure:

1. Attempt CPR pursuant to current guidelines.
2. Call an Ambulance immediately on 000.
3. The Nominated Supervisor will call the parents/guardians of the child and arrange to meet at the Hospital or medical facility. Medical staff will advise parents.
4. Contact Insurance Company within 48 hours.
5. Notify state Police Department.
6. Contact SafeWork NSW within 48 hours on 13 10 50

<http://www.workcover.nsw.gov.au/workers-compensation-claims/report-an-incident-or-injury/notifying-and-recording-an-incident-or-injury>



Incident notification fact sheet

JustArt Australia HIV Aids Policy

Aim

JustArt Australia aims to effectively care for any child that may be infected with Human Immunodeficiency Virus Infection, AIDS Virus and also minimise the risk of exposure to HIV through effective hygiene practices.

Who is affected by this policy?

Child Educators Families Community Visitors Management

Implementation

It is the Director's responsibility to educate and inform educators and parents about HIV/AIDS. One of the main problems surrounding HIV/AIDS is a lack of understanding which leads to an unfounded fear to the virus.

The following provides basic information on HIV/AIDS:

- AIDS is a medical condition which can damage a body's' immune system.
- It is caused by a virus which is transmitted through the exchange of bodily fluid and is primarily passed on through sexual contact.
- The AIDS virus can be transmitted through blood products. However, the risk of contracting AIDS from a blood transfusion is minimal and said to be about one in 1,000,000.
- There is no evidence of the spread of the virus to children through other means at this time.
- The confidentiality of medical information must be adhered to regarding an infected child. Any information disclosed to the Nominated Supervisor regarding a child from family members must not be passed on to any other educator unless the child's caregivers provide written authorisation.
- Children with the HIV virus will be accepted into the service.
- Educators will carry out routine hygiene precautions to Australian standards at all times to prevent the spread of any infections following the service's relevant policies and procedures.
- Educators will exercise care in regards to the exposure of bodily fluids and blood and the service's hygiene practices will be used to prevent the spread of infection. Similarly, if the need arises to perform CPR on a child infected with HIV a disposable mouth to mouth mask will be used.
- Children who are infected with HIV will be assessed by their Doctor before they are excluded from the service. Children who have abrasions or open wounds will cover them while at the service. If these abrasions cannot be covered for any reason unfortunately the child will have to be excluded from the service until the wound has healed or can be covered.
- Educators who have been infected by HIV are not obliged to inform their employer but are expected to act in a safe and responsible manner at all times to minimise the risk of infection.

- No child, educator, parent or other visitor to the service will be denied First Aid at any time.

Sources

Education and Care Services National Regulations 2011 Early Years Learning Framework

National Quality Standard

Public Health (Amendment) Act 1991

Anti Discrimination Act 1997

National Health and Medical Research Council. (2005). Staying Healthy in Child Care – Preventing infectious diseases in child care

JustArt Australia Authorised Medication Policy

Aim

To safely administer any medication as necessary to children with the written authority of the child's parents. It is important to follow strict procedures to promote the health and wellbeing of each child using the service.

Implementation

- JustArt Australia will ensure that each student has completed the Administration of Authorised Medication Record.
- Medication may only be administered by the service with written authority signed by the child's parent or other responsible person named in the child's enrolment record that is authorised by the child's parents to make decisions about the administration of medication.
- In the instance that the child's registered medical practitioner prescribes a medication, the service must ensure the medication is administered appropriately.
- Medication must be provided by the child's parents including the following:
 - *Original container. Medication will only be administered from the original container.
 - *Original label that is clearly readable.
 - *Child's name clearly on the label.
 - *Any instructions attached to the medication or related to the use of the medication.
 - * Any verbal or written instructions provided by the child's registered medical practitioner.
- Any person delivering a child to the service must not leave medications in the child's bag or locker. Medication must be given directly to staff for appropriate storage upon arrival.

Emergency Administration of Medication

- For anaphylaxis or asthma emergencies, please see below.
- In the event of an emergency, the service must follow the Incident, Injury, Trauma and Illness Policy and complete the Incident, Injury, Trauma and Illness Record.
- In the event of an emergency and where the administration of medication must occur, the service must attempt to receive verbal authorisation by a parent of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If a parent of a child cannot be contacted, the service must attempt to receive verbal authorisation from an emergency contact of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If none of the child's nominated contacts can be reasonably reached, the service must contact a registered medical practitioner or an emergency service on 000.
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's Enrolment Form.

Emergency Involving Anaphylaxis or Asthma

- For anaphylaxis or asthma emergencies, medication may be administered to a child without an authorisation following the information listed above under Emergency Administration of Medication.
- The service must contact the following as soon as practicably possible:
 - *A parent of the child.
 - *Emergency services.
 - *The child will be positively reassured, calmed and removed to a quiet area under the direct supervision.

JustArt Australia

Social Network & Mobile Phone Usage Policy

Aim

To use social networking website through the running of JustArt Australia without compromising teachers, children or families.

To be able keep electronics including but not limited to mobile phones, tablets safely while attending workshops.

Implementation

Social network site are used by using the internet to socialise or communicate to others. Some of these include Instagram, Facebook, MySpace and Twitter.

- Children are not permitted to use social media site during workshops.
- Adult who attend workshops can access their social media.
- No harassment will be tolerated on any social networking site, which includes but not limited to, sexual or verbal harassment.
- Should a community member harass an educator on social networking website, an inquiry into their actions and depending on the severity of the situation, they may face possible termination of their family member's place at JustArt Australia.
- This policy complies with state and national laws regarding social networking websites. Should a teacher break the law on a social networking website, such as, but not limited to, defamation, the service will contact the police and other relevant authorities.
- Social networking websites can be accessed by the public. It is important not to share private information about families or teachers on social networking websites.
- It is up to the discretion of the social media team at JustArt Australia on what is suitable for the company website and social media outlets. Parents of children attending workshops are given the choice of allowing their children/s to be featured on the Internet.

Mobile phone usage

- JustArt Australia will not take any responsibility for mobile phone brought to workshops.
- All mobile phones must be kept in students' bags and turned off at all times.
- If you would like to get in touch with your child/s then you will need to call **Yvette Lewington 0422 234 389**.
- If your child needs to make a phone call, it will be supervised and can only be to a parent or an adult on the child's emergency contact number.

1

¹ **Review**-policies will be reviewed annually by Management 2017.