



COOMERA  
ANGLICAN  
COLLEGE



# COOMERA ANGLICAN COLLEGE HANDBOOK

## *Section 5 Absence, Accident, Illness*

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## **Illness Absence**

If a student is to be absent for any reason, Parents/guardians are required by law to contact the College to advise of the reason for this absence. For Secondary student absences please phone 5585 9900 from 7.30am and for Primary student absences please phone 5585 9950 from 8.00am or email [absentee@cac.qld.edu.au](mailto:absentee@cac.qld.edu.au). Any student who knows in advance that they will be absent from the College for a legitimate appointment, should bring a note to their class/Pastoral Care teacher BEFORE THE EVENT stating the reason for their absence.

Parents/guardians are asked, wherever possible, to avoid making appointments or arrangements for students during school hours. Any student arriving late (ie: after 8.30am) must report to their appropriate Administration Office to sign in (Secondary Student Services or Primary Reception/Administration). Primary students arriving late should be accompanied to the Administration office by a parent/guardian.

All students leaving the College before 3.10pm must be signed out and collected from Secondary Student Services or Primary Reception/Administration, by a parent/guardian or an adult nominated by the parent/guardian in writing. Any person not known to staff, who is collecting a student from the College during normal school hours (8.30am - 3.10pm), will be asked to provide some form of identification.

Planning holidays outside the normal vacation times is not permitted as it disrupts the learning of students, and is in breach of State government legislation. (See ***Family Holidays*** below.)

In the case of Senior students, (Years 10 - 12) a Doctor's Certificate must be provided if the absence coincides with the date of an assessment item. (See Curriculum & Reporting - Assessment).

## **Planned Absence**

### ***Family Holidays***

It is not acceptable for students to miss College due to family holidays being scheduled during term time. It is an expectation and legal requirement that students will be in class during term time. Teachers cannot keep students up to date with missed academic work due to scheduled family holidays, nor can they then report on a student's progress if they have not been able to complete set work. The College will not provide work for students who are absent on family holidays or vacations during term time.

The Education (General Provision) Act 2006 (as at 6 January 2014) clearly states what is required regarding student attendance: 'each parent of a child of compulsory school age has the obligation to ... ensure their child attends the school on every school day, for the education program in which the child is enrolled'.

### *Section 176 Obligation of each parent*

1. *Each parent of a child who is of compulsory school age must-*



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- a. *ensure the child is enrolled in a state school or non-state school; and*
- b. *ensure the child attends the state school or non-state school, on every day, for the educational program, in which the child is enrolled; unless the parent has a reasonable excuse\*.*

\*Please note that a reasonable excuse as defined in the Act does not include extended or off peak holidays, family trips, events or functions, which are the usual reasons offered when parents are asked to explain why they are taking their children out of the College during term time.

Scheduling family holidays during term time is in breach of this Act. QCAA policy dictates that 'self-imposed' or non-essential absences resulting in missed assessment items must attract a score of zero. Unfortunately, this may result in a student failing to meet the requirements of a particular course.

## ***Appointments***

It is preferable that appointments are made outside of school hours so as to cause minimal disruption to your child's educational programme. However, if important medical appointments do encroach on educational time and you need to collect your child from College early or arrive late, IT IS IMPERATIVE that parents advise the College in writing, in advance if possible, to the student's Class or Pastoral Care teacher. Parents are required to SIGN IN or OUT as appropriate, at the relevant Primary or Secondary Reception (Secondary Student Services or Primary Reception/Administration). If a student is going to miss morning Roll Call and prior notice has not been given, a parent must contact the relevant Reception and advise of the absence/late arrival prior to 8.30am.

When leaving the College early, students are required to have written parent notification, signed by their class teacher, and produced at the relevant Administration office. All students leaving the College before 3.10pm must be signed out and collected from Secondary Student Services or Primary Reception/Administration, by a parent/guardian or an adult nominated by the parent/guardian in writing. Senior secondary students who drive to and from college require a note from their parent/guardian advising the College of the reason for the early departure. Any person not known to staff, who is collecting a student from the College during normal school hours (8.30am - 3.10pm), will be asked to provide some form of identification.

## **Accident and Illness at College**

In the event of a student being involved in an accident, the College Nurse, a staff member or First Aid officer will establish whether the student can be moved and, if so, see that the student is escorted to the Health Room. In the meantime, one of the Administration Staff will contact the parents/guardians so that the student may be taken home if necessary. Basic first aid treatment will be administered. Where no parent contact can be established, the College will act to seek medical assistance if it seems necessary. This may include calling an ambulance.

Should a student fall ill while in class the teacher will see that they report to the Health Room and, if required, parents/guardians will be contacted.



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The Health Room is designed for short term care only and parents will be contacted to collect the student if the student does not feel well enough to return to class after some rest.

Students being collected from the College due to accident or illness need to be signed out at their relevant Reception by a parent or an adult nominated by the parent in writing.

## Contact Details and Emergency Contacts

Please ensure that the College has **current** contact details. This includes address, parent telephone numbers and the name and telephone number of an additional emergency contact. These details are generally advised on student enrolment. However, parents should regularly check and, if applicable, update their details through Parent Lounge. **In the case of Emergency Contacts, parents must contact the College to update this information.** It is IMPERATIVE that the College has up to date and current contact details for parents and emergency contacts. College families who have children in both the Early Learning Centre and the College must update their details through Parent Lounge **and** advise the Early Learning Centre in writing of any change in contact details. If parents experience difficulties accessing Parent Lounge they should contact the College reception.

## Health Information

A Student Medical Form will be issued upon enrolment at the College and is to be completed and returned for each student. It is a condition of enrolment that parents/guardians inform the College of any known illness and any medication regularly used by the student. **It is important that the College is informed of any changes to the status of the student's health.** The Student Medical Form is available via Passmarc, please use this form to advise the College of any health or medical changes.

## Medication

**All** medication must be given to the College Nurse and be provided in its original dispensing packet which must have the child's name on it. Parents/guardians must also provide the College with a completed *Administration of Medication to Students during school hours* form. This includes the administration of Panadol (or any other pain relief), Ventolin, antibiotics, and cold and 'flu medications. This form is available on Passmarc or can be requested at either the Primary or Secondary campus reception areas. **No medication will be given to students without this written permission from parents/guardians.**

Medication and the completed form are to be delivered to the Health Room by the parent of Primary students and by the parent or student for secondary students. The dropping off and collecting of medication is the responsibility of the parent, or in the case of Secondary students, the student may do this.



Students must go to the Health Room for treatment. Teachers do not administer medication unless there is an emergency.

Parents are required to check regularly with the College Nurse to ensure medication held by the College has not expired. Parents are also required to advise the College Nurse of any changes to the Health Information regarding their child. Anaphylaxis plans and asthma management plans must be updated yearly and sent in to the College Nurse. Epipens, antihistamines and Ventolin must be in date.

### **Infectious Diseases**

A copy of the *Public Health Act 2005* can be accessed to download at: [Public Health Act 2005](#)

Students in Prep to Year 12 who are diagnosed with an infectious disease are to be excluded from the College for a minimum of 24 hours after the last episode of vomiting or diarrhoea, or 48 hours when large numbers are affected. Children attending the Early Learning Centre are to be excluded for a minimum of 48 hours after the last episode of vomiting or diarrhoea.

The section relating to schools in the in the *Public Health Act 2005* states the following:

Section 161: When parent must not send a child to school, education and care service or QEC approved service

- (a) if a parent knows or ought reasonably to know that the parent's child has, or may have, a contagious condition; or
- (b) a person in charge of a school, education and care service or QEC approved service has directed the parent to remove the child from, and not to send the child to, the school or service during the prescribed period for the condition, ...

The parent must not send the child to any school, education and care service or QEC approved service during the prescribed period for the condition.

Section 162: When teacher or educator must advise person in charge

- (a) if a person who is a teacher or educator reasonably suspects a child attending the person's school, education and care service or QEC approved service has, or may have, a contagious condition
- (b) the person must notify the person in charge about the person's suspicion.



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Condition	Exclusion of cases	Exclusion of Contacts
Ameobiasis ( <i>Entamoeba histolytica</i> )	Exclude until diarrhoea ceases	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chickenpox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded
Cytomegalovirus infection	Exclusion not necessary.	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary	Not excluded
Hand, foot and mouth disease	Until all blisters have dried.	Not excluded
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded
Hookworm	Exclusion is not necessary	Not excluded
Human immune-deficiency virus infection (HIV AIDS virus)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Influenza and influenza like illnesses	Exclude until well.	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority	Not excluded



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Condition	Exclusion of cases	Exclusion of Contacts
Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if received Rifampicin.
Molluscum contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner)	Not excluded
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded
Tuberculosis	Excluded until a medical certificate from an appropriate health authority is received.	Not excluded
Typhoid fever (including paratyphoid fever)	Excluded until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10 day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics.)
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded

## Immunisation

Please note that Coomera Anglican College Council ratified the policy that, **from** March 2016, all students enrolling at Coomera Anglican College **must** be fully immunised. This is in accordance with the College Council's Risk Management Strategy.



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For students enrolled prior to March 2016, it is a College *expectation* that all students be fully immunised. It is College policy to exclude non-immunised students from school during the ‘outbreak’ of any infectious disease.

Section 165: Person in charge may advise parent of child not vaccinated about suspicion of vaccine preventable condition:

If the person in charge of a school, education and care service or QEC approved service reasonably suspects that a child attending the school or service -

- (a) has not been vaccinated for a vaccine preventable condition; and
- (b) may be at risk of contracting the condition if the child continues to attend the school or service.

The person in charge may advise at least 1 of the child’s parents of the suspicion.