

# australian school of performing arts

## *Health Care Policy*

The Australian School of Performing Arts (ASPA) recognises that the safety and wellbeing of all students and staff members is a whole-of-community responsibility. ASPA's Duty of Care Policy applies to the general needs and responsibilities of all students and staff, where this Health Care Policy encompasses any child or staff member with a pre-existing, complex medical illness. Pre-existing illnesses include but are not limited to anaphylaxis, asthma, diabetes and epilepsy. ASPA is committed to:

- providing, as far as practicable, a safe and healthy environment in which children and staff at risk of a reaction or episode can participate equally in all aspects of ASPA classes and events
- raising awareness about allergies, asthma and anaphylaxis amongst the ASPA community
- actively involving the parents/guardians of each child at risk of a reaction or episode in assessing, minimising and managing the risks for their child
- facilitating communication to ensure the safety and wellbeing of children and staff members at risk of a reaction or episode

### **Individual Medical Action Plans**

It is the responsibility of the parent to provide details of any predetermined illnesses, including mental and physical health considerations. Where a health matter requires a specific action plan for in case of an emergency it is the responsibility of the parent to submit a Medical Action Plan (MAP).

A MAP will set out the following:

- information, provided by a medical practitioner, about the student's medical condition and the potential for a reaction or episode, including any triggers the student has
- the student's warning signs and symptoms
- actions for the staff responsible for the student's care to take in case of a reaction or episode
- the student's emergency contact details

The student's MAP will be reviewed, in consultation with the student's parents in all of the following circumstances:

- if a parent informs ASPA that their child's medical condition has changed
- as soon as practicable after the student has a reaction or episode at an ASPA class or event

### **ASPA Prevention Strategies**

In all circumstances

- Each MAP chorister with a medical device or medicine will have a yellow ribbon tied to their music bag for identification purposes
- Students, staff and parents are informed that nuts are not to be consumed at ASPA events

At Australian Girls Choir (AGC) Venues

- Chorister MAPs are distributed to the Venue Manager and Tutor at the relevant rehearsal venue
- The Venue Manager will check in with any parent whose daughter has a MAP. All Ventolin, Adrenaline Autoinjectors, or any other required medical devices, will be held at the front of the classroom with the Tutor each week

Non-residential Music Schools, Production Days, Combined Rehearsals and Holiday Programs

- MAPs are distributed to all supervising staff at these events
- All MAP students' bags, with the yellow ribbon attached, are placed at the front of the rehearsal space near the leading staff member of each session
- Ventolin, Adrenaline Autoinjectors, and any other required medical devices or medicine, to be kept inside the student's bag

AGC Concert Days

- Chorister MAPs are distributed to the supervisor in charge of the level
- A staff member is responsible for holding Ventolin, Autoinjectors and any other required medical devices for all MAP choristers in their level

- This staff member will stay with this same level at all times, know the choristers by name and face, and carry a bag with the named medical devices and their MAPs

#### AGC Tours and Residential Music Schools

- Chorister MAPs are distributed to all tour staff and host families
- ASPA will provide all choristers with a medical form to complete and return to ASPA prior to the event; this form includes both dietary and medical requirements for the duration of the event
- ASPA will review each medical form and contact the parent if the chorister's medical information differs from that already provided for the child at enrolment

#### Emergency Response

In the case of an incident, ASPA staff will implement ASPA's Duty of Care Policy and Incident Action Plan.

#### Communication Method

- This Health Care Policy is available on the ASPA website
- This Health Care Policy is sent to parents who nominate that their child has a medical condition and are at risk of a reaction or episode
- All ASPA notices ask parents and staff not to send or provide nut based food products, which is reiterated in class by staff in the weeks leading up to an event

#### Staff Training

ASPA Tutors and Venue Managers undertake basic first aid training, including asthma and anaphylaxis, at yearly Staff Training Days. This training includes:

- A briefing on ASPA prevention strategies
- ASPA general first aid and incident response procedures
- Hands on practice administering Ventolin using a spacer, and Adrenaline Autoinjectors

#### Responsibilities

ASPA will:

- ensure all relevant staff are trained on how to administer Adrenaline Autoinjectors and Ventolin
- distribute MAPs to rehearsal venues and to supervising staff on ASPA event days
- check in with any parent whose daughter has a MAP and, if an Adrenaline Autoinjector or any other medical device is required, advise the parent on where the device will be held during weekly rehearsals and on ASPA event days

Parents will

- provide their Medical Action Plan as soon as practicable after their child enrolls
- inform ASPA if their child's medical condition changes and, if relevant, provide an updated ASPA Medical Action Plan
- bring their current Ventolin, Adrenaline Autoinjector, and any other required medical devices, to weekly classes
- ensure the provided yellow ribbon is kept on their child's bag and their bag is brought to all ASPA activities



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Nicole Muir  
CEO

This policy will be regularly reviewed.

Date: 1 September 2016