



## Health Care Policy

When referenced in this document Australian School of Performing Arts (ASPA) includes the Australian Girls Choir and ASPA Education Holiday Programs.

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 members, where this Health Care Policy encompasses any child or staff member with a pre-existing, complex medical condition. Pre-existing medical conditions 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 participants and staff members at risk of a reaction or episode can participate equally in all aspects of ASPA classes and events
- 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
- raising awareness about allergies, asthma and anaphylaxis amongst the ASPA community
- facilitating communication to ensure the safety and wellbeing of participants 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 pre-existing medical conditions, including mental and physical health considerations. Where a health matter is rated at a severe level and requires specific equipment for in case of an emergency, such as Ventolin, Adrenaline Autoinjectors or medicine, it is the responsibility of the parent/guardian 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 member responsible for the student's care to take in case of a reaction or episode, including use of student-provided equipment
- 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 student with a severe-rated condition that requires medical equipment or medicine will have a yellow ribbon tied to their music bag for identification purposes and their name will be highlighted in yellow on the class roll
- Upon arrival at AGC venues and event days, ASPA staff will ask each MAP student with a severe-rated condition to confirm they have brought their medical equipment. Should they have forgotten it then the parent will be asked to retrieve it in order for their daughter to be able to participate.

At Australian Girls Choir (AGC) Venues

- Student MAPs are made accessible to the Venue Manager at the relevant rehearsal venue
- The Venue Manager may check in with a parent whose daughter has a MAP. Medical equipment or medicine for severe-rated conditions 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

- Participant MAPs and medical rolls are made accessible to all supervising staff members at these events
- Bags with the yellow ribbon attached are placed at the front of the rehearsal space near the leading staff member of each session
- Medical equipment or medicine are to be kept inside the participant's bag

#### AGC Concert Days

- Student MAPs and medical rolls are distributed to the supervisor in charge of the level as well as the assigned medical supervisor
- A staff member for each level is responsible for holding the medical equipment or medicine for their students
- This staff member will stay with this same level at all times, know the students by name and face, and carry a bag with the named medical equipment and their MAPs

#### AGC Tours and Residential Music Schools

- Student MAPs and medical rolls are distributed to all tour staff members; MAPs are distributed to host families as required
- ASPA will provide all students with a medical form to complete and return to ASPA prior to the event; this form includes dietary and medical requirements as well as physical and mental health considerations for the duration of the event
- ASPA will review each medical form and contact the parent if the student's medical information differs from that already provided

#### Allergy Awareness

ASPA is committed to minimising the risk of exposure to high-risk allergens by employing the National Allergy Council's Best Practice Guidelines. These include handwashing/sanitising, supervision of meal times, not sharing food or water bottles and creation of an allergy zone during snack breaks.

#### Emergency Response

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

#### Communication Method

- This Health Care Policy is available on the ASPA website
- Parents are directed to ASPA's customer policies via the Terms of Enrolment issued on confirmation of enrolment

#### Staff Training

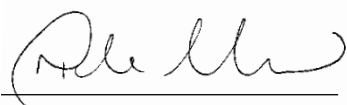
At Annual Staff Training Days and online meetings ASPA staff will be briefed on:

- Relevant ASPA policies including:
  - Duty of Care,
  - Health Care
- ASPA procedures including:
  - Venue Arrivals and Dismissals,
  - First Aid and Incident Action Plan and
  - Incident Form
- ASPA prevention strategies
- Accessing 'how to' guides on administering Ventolin and Adrenaline Autoinjectors, if required

#### Parent Responsibilities

Parents will:

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



Nicole Muir  
CEO

This policy will be regularly reviewed.  
Date: September 2024