



Inclusion Training Student Absence, Health & Wellbeing

Policy and Procedure



Dept/Service: (IM)
Education And Training

Version:2.004016
Issued:17/02/2016

Stage: Issued

Objective:

The objective of this policy and procedure is to ensure the safety, health and wellbeing of the students attending Inclusion Training is responded to in a prompt, fair and responsive manner.

Scope:

This policy and procedures applies to all trainers, support co-ordinators and direct support staff and all training activities and sites coordinated by Inclusion Training.

Policy Statement:

Inclusion Training is responsible for ensuring the safety, health and wellbeing of all students. In achieving this, Inclusion Training will respond to all absences, concerns of health and wellbeing in a prompt and consistent manner, that prioritises the needs of the student.

NOTE: This procedure relates to physical illness or injury only, signs of abuse and/or neglect must be responded to in line with the "Identifying Abuse and Neglect Policy and Procedure"

Process Steps:

1 Identifying absence and non-arrival of students

All students are expected to arrive at the RTO classroom by 9:00am. The trainer will mark the roll at 9.25am each day to identify any absences.

Responsibilities

Links

(IM) Education and Training Coordinator - (IM) Education And Training(In Draft)

(IM) Education and Training Coordinator
(IM) Education And Training

(IM) Trainer & Assessor - (IM) Education And Training(In Draft)

(IM) Trainer & Assessor
(IM) Education And Training

2 Reporting absence or non-arrival of students

If a student is absent, then:

1. Teaching staff are to contact Inclusion Melbourne Reception after 9.25am if a student has not arrived. They are to check with Reception to see if any messages have been left.
2. If no message has been left then Reception is to call the student, family, house or support coordinator to determine the whereabouts of the student.
3. Reception will then notify the training staff at the relevant site to inform them of the situation.

(IM) Administration Officer/Receptionist

(IM) Education and Training Coordinator - (IM) Education And Training(In Draft)

(IM) Education and Training Coordinator
(IM) Education And Training

(IM) Trainer & Assessor - (IM) Education And Training(In Draft)

(IM) Trainer & Assessor
(IM) Education And Training

If the family, house or support coordinator indicates the student has already left for the centre then Reception will notify training staff of this. If the whereabouts of the student is still unknown, family or the house or support coordinator will decide what action is be taken to locate the student.

3 Identifying illness or injury

Signs of student injury and illness are identified through the physical presentation of the student and/or the student expressing their poor health. Physical signs of illness or injury include, but are not limited to:

- Cold and flu symptoms, such as runny nose, cough, lethargy
- Open and uncovered wounds
- Complaints of pain
- Diarrhoea and/or vomiting
- Distress and discomfort
- Bleeding

4 Responding to student illness and injury

Where illness and/or injury have been identified by the trainer or volunteer, they must consult with the student as to how the injury or illness was incurred and how they are currently feeling. Any response indicating abuse or neglect must immediately be referred to the Manager, Inclusion Training.

Where the students response has not inferred any abuse or neglect the following steps should take place:

1. The trainer or class room assistant should attempt to alleviate the immediate discomfort of the injury or illness, such as providing an icepack, tissues, a glass of water etc.
2. A First Aid qualified person, or the most senior person in the classroom should determine the most appropriate response with consideration to the following factors:
 - Is the illness contagious and/or infectious?
 - Is the injury appropriately tended to, such as, wounds being covered?
 - Is the illness or pain likely to continue throughout the day, and there for be a hindrance on the students learning?
 - Will the illness or injury adversely affect other students in the classroom?

3. Where a first aid trained person is working in the classroom, and can respond appropriately to the illness or injury, with the first aid supplies they have access to, they must do so, and record the injury in an Incident Report. The family/house staff should also be contacted to inform them of the actions taken.

If the injury or illness cannot be alleviated or addressed through basic first aid, the student should return home to recover. In this case, the trainer or classroom assistant will contact the relevant support coordinator, or contact reception to request the house staff/family is informed and are able to pick the student up.

Quality Document References:

- RTO Administration: Policy and Procedure -(IM) Education And Training
- Service User Absence, Health and Well Being: Policy and Procedure -(IM) Personalised Supports
- Service User Absence, Health and Well Being: Policy and Procedure -(IM) Personalised Supports (**Not Issued** - In Draft)
- Transport and Vehicles: Policy and Procedure -(IM) Quality HR and Administration

Other Information:

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