



# Health Care Policy

When referenced in this document International School of Performing Arts (ISPA) includes the International Girls Choir (IGC).

The International School of Performing Arts (ISPA) recognises that the safety and wellbeing of all students and staff members is a whole-of-community responsibility. ISPA'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.

ISPA 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 ISPA 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 ISPA community
- facilitating communication to ensure the safety and wellbeing of participants and staff members at risk of a reaction or episode

## 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) or Asthma Action Plan (AAP).

A MAP/AAP 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 ISPA that their child's medical condition has changed
- as soon as practicable after the student has a reaction or episode at an ISPA class or event

## ISPA 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 IGC venues and event days, ISPA 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 International Girls Choir (IGC) Venues

- Student MAPs and AAPs 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 or AAP. Medical equipment or medicine for severe-rated conditions will be held at the front of the classroom with the Tutor each week

Production Days, Combined Rehearsals and Holiday Camps

- Participant MAPs, AAPs 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

## IGC Concert Days

- Student MAPs, AAPs 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 AAPs

## Allergy Awareness

ISPA is committed to minimising the risk of exposure to high-risk allergens. 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, ISPA staff will implement ISPA's Duty of Care Policy and First Aid and Incident Action Plan.

## Communication Method

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

## Staff Training

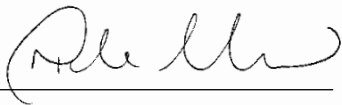
ISPA staff will be briefed on:

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

## Parent Responsibilities

Parents will:

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



Nicole Muir  
CEO

This policy will be regularly reviewed.

Date: January 2025