

Tuesday 13<sup>th</sup> August 2019

## From the Principal – Sandra James

Good afternoon everyone,  
I hope you are keeping well in this cold weather. It is that time of year, when Spring is just around the corner but we have to still shiver through another month of wet and cold days. As we have quite a number of students who are currently on medication I have attached more copies of our school's Medication and First aid / Illness Policies for you to read. Please note that parents must fill in the medication form at the office before we can legally give it to your child.



A big congratulations to **Greenhills House** for scoring the most points at our House Athletics Carnival. The competition was fierce and everyone put in their best effort on the day. Well done! It was great to see such a large parent turnout and

even though it was cold, the rain stayed away and a great time was had by all. Big thankyou to the House Captains for organising the event.



Today our Business Manager Sonia Gluyas-Kennedy is celebrating 12 months with us. Congratulations Sonia, It is not easy to find experienced, organised and friendly Business Managers who can wear so many hats. We are so fortunate to have her and Happy Birthday for Friday.

I would also like to congratulate Ziggy Degenhardt who has recently been appointed to Acting Assistant Principal. This is a completely new role for Ziggy here at Norris Bank PS. With all of Ziggy' past experience, expertise and caring nature she will do a great job I'm sure.

This term we have lots of educational and fun activities for our students to participate in. This week is National Science Week. The theme for 2019 is "Destination Moon"



All our classes will be participating in activities that focus on space exploration and the exciting times that lay ahead for future generations.

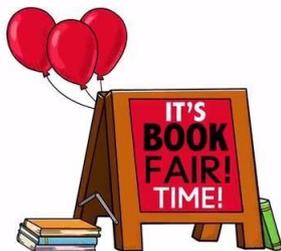
*Destination Moon: more missions, more science* is the school theme for National Science Week in

2019.

*This theme is a way for teachers and their students to discover past missions to the Moon and space programs that have solved some of the seemingly unsolvable problems—and current and future space programs, operations and missions. Many of these use big picture thinking in science to solve problems, and technology, engineering and mathematics to design new solutions. This will help forge our future paths in the areas of space operations, space science, Earth observations, positioning systems and communications. <https://www.scienceweek.net.au/schools/>*

The ABC has recently been screening a program titled "The Planets" you can find it on ABC iView

It is a great series, one that the whole family can sit down and watch together. It really opens up your mind.



Next week our **Annual Book Fair begins on Monday 19th August** in the library. The theme for Book Week is "Super Powers" We encourage everyone to come and have a browse of the many fabulous books on sale in the library throughout the week. Payment will be through the school office. Our **Story Book Character Dress up Day and Parade is combined with our Grandparents Morning next Wednesday 21<sup>st</sup> August**. A flyer will be sent home today with all the

details. This event is always so much fun and it is great to meet all the grandparents.



## Storybook Character Parade

We will be holding a Special Morning Tea for our grandparents and special friends in the Discovery Centre after the parade. As in the past, any donations of cakes and biscuits from our families to supplement our morning tea will be greatly appreciated.



Important Events coming up:

Book Character Dress up Day and Parade next Wednesday 21<sup>st</sup> August combined with Grandparents Day.



Storybook Character Parade



Please remember if you have not yet done so to complete the Parent Opinion Survey. The survey has been extended and now closes on Sunday 18th August. Please check your emails for the link. Out of the 85 emails sent out this year, we have only had 17 reply to the survey.

We would like to invite all our parents/ carers to join us on Tuesday 27<sup>th</sup> August for **Parent /Carer Morning Tea at 9am** in the library. Everyone is welcome!





Meadow Glen Athletics carnival for Years 3 -6  
Thursday 29<sup>th</sup> August all day

Father's Day Stall Friday 30<sup>th</sup> August



## 2019 Whole School Concert

This year our school concert coincides with our 110 year anniversary of our school here at Norris Bank.

The concert will be held on Friday night 13<sup>th</sup> September with a matinee performance in the afternoon.

The Theme for our 2019 Concert is "Over Time" The history of Norris Bank Primary School through the eyes of an interactive App.

Tickets will go on sale next Monday, check for Compass notifications

*Take care everyone*  
*Sandra James (Principal)*

## **\$25 PRIVATE LESSONS**

Singing Violin Bass Ukulele  
Guitar Keyboard Drums  
Piano

"Music Gear, Equipment &  
Instrument Sales & Repairs  
Service available"

**Jac Music School**  
**0418 172 506 Epping**



# School Values

There is no better time than now to have a fresh look at our school values.

## Be Kind

We show kindness by being polite and friendly and by treating others in a caring and understanding way.

## Be Honest

Honesty is about speaking and acting truthfully and in a way that you know is the right thing to do.

## Stand Up for Others

By standing up for others we make a stand against bullying, harassment and discrimination.

## Be Curious

Curiosity is about asking questions, challenging yourself and researching things to see if they make sense.

## Show Respect

We show respect by listening, using manners, being helpful, encouraging others, letting go of anger and being willing to change.

*All members of Norris Bank Primary are encouraged to practice our school values.*



**Compass**  
School Manager

### Accessing Compass

Compass is a web-based system that is accessible on any modern web browser or by using the 'Compass School Manager' app available for iOS or Android. To access our Parent Portal, go to the following link:

<https://norrisbkps-vic.compass.education>

Please find your access details in an email sent to you or in a letter that can be collected from the general office. Upon the first login, you will be required to change your temporary password and confirm your email address and mobile phone number. Please do not hesitate to contact the School if you require any further assistance.

❖ CALENDAR ❖	
August 2019	
Fri 16th	Student leadership visit to Norris Bank Reserve
Mon 19	Book Week Starts
Mon 19	Assembly
Mon 19	Tickets for School Concert Open
Tues 20	Chinese incursion
Wed 21	Book Character Dress Up Day and parade Grandparents Morning
Fri 23	Chinese Incursion
Tues 27	Parent/ Caregiver Morning tea @ 9am in Library
Thurs 29	Meadow Glen Athletics Day
Fri 30	Fathers Day Stall

*“Education is the most powerful weapon which you can use to change the world.”*  
**Nelson Mandela**

# NORRIS BANK PRIMARY SCHOOL



## ADMINISTRATION OF MEDICATION POLICY

### PURPOSE

To explain to parents/carers, students and staff the processes Norris Bank Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

### SCOPE

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

### POLICY

If a student requires medication, Norris bank Primary encourages parents to arrange for the medication to be taken outside of school hours. However, Norris Bank understands that students may need to take medication at school or school activities. To support students to do so safely, Norris Bank will follow the procedures set out in this policy.

#### **Authority to administer**

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact Business Manager for a Medication Authority Form.

#### **Administering medication**

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
  - the student receives their correct medication
  - in the proper dose
  - via the correct method (for example, inhaled or orally)
  - at the correct time of day.
2. A log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication
  - if necessary, release the student from class to obtain their medication.

#### *Self-administration*

In some cases it may be appropriate for students to self-administer their medication. The principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the principal decides to allow a student to self-administer their medication, the principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

#### **Storing medication**

The principal (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, Norris Bank Primary will store student medication in the sick bay.

The principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
  - the medication does not have special storage requirements, such as refrigeration
  - doing so does not create potentially unsafe access to the medication by other students.

#### **Warning**

Norris Bank Primary School will not:

- in accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student’s parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

### Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student’s Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero “000” if advised to do so.
4.	Contact the student’s parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call Triple Zero “000” for an ambulance at any time.

### FURTHER INFORMATION AND RESOURCES

#### REVIEW CYCLE

This policy was last updated on 18<sup>th</sup> June, 2018 and is scheduled for review in June, 2019.



# NORRIS BANK PRIMARY

## FIRST AID & ILLNESS POLICY

### PURPOSE

To ensure the school community understands our school's approach to first aid for students.

### SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

### POLICY

From time to time Norris Bank Primary School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

#### Staffing

The principal will ensure that Norris Bank School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Norris Bank Primary School's trained first aid officers include all teachers and ES staff

Executive first Aid Officer

- Ashleigh Hamil (First Aid trained July ,2018, Anaphylaxis verifier training August 2019)

#### First aid kits

Norris Bank Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- 1 portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kit will be stored: Sick Bay

The First Aid officer will be responsible for maintaining all first aid kits.

## Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student. Students who have symptoms of gastroenteritis - vomiting and diarrhoea must be symptom free for 24 hours before returning to school.

## First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Norris Bank Primary School will notify parents/carers by sending a note home to parents/carers. A phone call will be made to notify parents/ carers when there has been a knock to the student’s head.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student, Norris Bank Primary School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

## REVIEW CYCLE

This policy was last updated on 13<sup>th</sup> August, 2019 and is scheduled for review in August/2020.

Anne Holland

Retail Manager



anne@buxweardirect.com.au

(03) 9464 7555

(03) 9464 7566

0414 825 452



Buxwear Uniforms can supply your winter needs

Rug up for winter with our

Navy scarves \$10

Navy leggings \$23

Or our warm navy tights on special @ \$5

Keep dry with our Rain jacket \$55 lined in micro fleece to keep the chill out.

**Buxwear Uniforms**

**218 Settlement Rd**

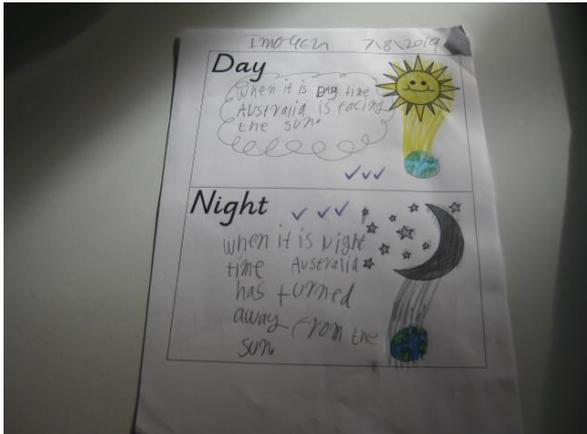
**Thomastown 3074**

**9464 7555**

Hours Mon to Fri 9-5 pm and Sat 9.30-2 pm

## GRADE 2/3 ROOM 9

The Year 2/3 class has been learning about Day & Night in Science. They are also learning how to write an explanation and how to draw a diagram. The students learnt that the Earth rotates and when Australia is facing the sun it is day time and when Australia is facing away from the sun it is night time. Here are some examples of learning.



## What's Happening in 1/2A?

In 1/2A we have been very excited with the arrival of our new class laptops. We have been using our laptops in our reading and numeracy program using the Reading Egg program and the Study ladder program. We are using the Microsoft PowerPoint to present new information.



### What we like about our laptops:

I like it makes learning fun - Ella

I love everything about our laptops - Divyanshu

I get to use it to learn and gives you more information - Amal.

I am good at using the laptop - Anna

It makes learning lots of fun - Samuel

## OSHC NEWS

Our recycled box craft activities have been very popular. Tommy and Bethany started on their new house projects. Tommy has created in his house, a lovely roof top deck with sun beds, and lower level has kitchen and bathroom sections. Bethany has been creating a table and a slide in her house. Others have constructed some very interesting and different box craft creations. Elias made a motorbike transformer, Eliza made miraculous box, Anna made a phone and binoculars, Indiah made a veggie garden, and Cassandra made a spy-tech bag.

We've been building various constructions with blocks, lego, 3D-magnets and connector straws. Alaleh, Cassandra, Eliza and Harry worked together to build a Dog house.

Sybella thought of a wonderful idea and created a lego flower, which inspired Tommy to create his version of a lego flower.

Some of our other games and activities were: playing "schools" and "canteen", painting, stencil drawing, chess, monopoly, origami, jewelry bead making, homework, word search puzzles and book reading. We played some fun group games of Charades, gobble-gobble-munch-munch, Simon says and I-spy.

We look forward to seeing you soon at the program for lots of fun!

Sharon Tyler

Camp Australia OSHC Mob: 0411847607



