



## **INTRODUCTION**

Kilparrin Teaching and Assessment School and Services (Kilparrin) has developed a *Sun Protection Policy* and a *Sun Care Plan* to minimise the danger of excessive ultra violet radiation (UVR) and infrared radiation (IRR) exposure for students and staff.

This policy has been developed in line with the *SunSmart Primary School Policy Guidelines* (Cancer Council SA).

## **REDUCING PERSONAL ULTRA VIOLET RADIATION (UVR) EXPOSURE**

### **Skin Protection Strategies**

Skin protection strategies are in place from the beginning of Term 4 until the end of Term 1 and at other times when the ultraviolet radiation (UVR) level is 3 and above.

*Hats and sunscreen* are to be supplied by the family. Sunscreen and hats should be worn by students at recess and lunchtime, on excursions and at other high-risk times. High-risk times are 10:00am–2:00pm (11:00am–3:00pm daylight saving time) and on very hot and sunny days. Recommended hats are broad brimmed, legionnaire or bucket style hats (bucket hats must have a deep crown and a 6cm brim). Baseball caps are not allowed.

Sunscreen is applied according to the individual student's *Sun Care Plan*.

Wearing *sun protective clothing* (loose, closely woven cotton fabrics, shirts with a collar) is encouraged.

*Use of shaded areas* will be maximised. Students who will not keep hats on when outside on sunny days and at other high-risk times must be kept in the shade.

*Outdoor activities* such as evacuation drills, excursions and physical activities will be scheduled with the high-risk times in mind.

Staff are expected to model sun-safe skin protection practices.

### **Sun Care Plan**

The Kilparrin *Sun Care Plan* is to be completed by the parent/carer upon enrolment, and updated at the beginning of each year and as required.

## **INFRARED RADIATION (IRR) AND HEAT PROTECTION**

Overexposure to heat occurs when the body's temperature control system cannot cope with heat in the environment.

All staff are responsible for implementing the DECD *Heat Stress Procedure* (No. 0468/05, September 2011) and the DECD *UV Radiation/Sun Protection Procedure* (No. 0477/05 September 2011).

Reference: <http://www.decd.sa.gov.au/hrhealthsafety/pages/ohsms/policy/>

In addition to the skin protection procedures outlined above, Kilparrin staff will encourage students to increase their fluid intake during hot weather.

When the official weather forecast for the day is 36° Celsius or above and the outside temperature has reached 36° Celsius or above, students will be kept inside and the *Inclement and Wet Weather Yard Duty Procedures* will be implemented.

### **MAINTAINING WINTER VITAMIN D LEVELS**

To help maintain winter Vitamin D levels sun protection measures are not used when UV levels are below 3.

Staff are encouraged to ensure that students have (daily if possible) access to outside learning areas when the UV levels are below 3 in order to maintain healthy Vitamin D levels.

### **ACCESSING SunSmart UV ALERT**

Staff are encouraged to access the daily SunSmart UV Alert to assist with the implementation of this policy.

Reference: <http://www.bom.gov.au/sa/uv/adelaide.shtml>

### **Attachments:**

*Kilparrin Inclement and Wet Weather Yard Duty Procedures*

*Kilparrin Teaching & Assessment School and Services Sun Care Plan*

*Kilparrin Teaching and Assessment School and Services*  
**Inclement and Wet Weather Yard Duty Procedures**

**Wet Weather**

If it is raining assume that *Inclement and Wet Weather Yard Duty Procedures* apply.

If the rain is intermittent, or if it is wet underfoot, the decision to enact *Wet Weather Yard Duty Procedures* is made by the teacher on duty before the play session commences (preferably by 10:30am for recess and 12:30pm for lunch).

It is the responsibility of the teacher on duty to let all classes and other staff on duty know of their decision.

**Inclement Weather**

***Hot weather***

When the official weather forecast for the day is 36° Celsius (see Day Sheet) or above and the outside temperature has reached 36° Celsius, the *Inclement and Wet Weather Yard Duty Procedures* outlined below will be followed.

***Hot/Humid weather***

The decision to keep students inside during recess or lunchtime because of the hot and/or humid weather when the official weather forecast for the day is below 36° Celsius remains at the discretion of the class teacher. It is anticipated that this will only apply to a small number of students.

***Cold weather***

The decision to keep students inside because of the cold, during recess or lunchtime, remains at the discretion of the class teacher. It is anticipated that this will only apply to a small number of students.

*It remains the individual class teacher's decision to take their students out or to keep them in at recess or lunch and it is their responsibility to ensure that supervision is provided. If that teacher is scheduled as the duty teacher s/he needs to organise a replacement teacher to do their scheduled outside duty.*

**Inclement and Wet Weather Yard Duty Procedures**

Students remain indoors in their own class groups (i.e. not doubled up), with recreation activities provided, and under the supervision of a teacher for recess and/or lunch.

To ensure that all teachers take the required 20 minute break, specialist teachers will relieve two teachers each on days when the weather is wet and/or inclement. Leadership will also participate in this process.

SSO's remain on duty as per their rosters.



# Sun Care Plan

CONFIDENTIAL

To be completed by the PARENT/CARER

This information is confidential and will be available only to supervising staff and emergency medical personnel.

### To the Parent/Carer

Skin protection strategies will be implemented by Kilparrin staff from the beginning of September until the end of April and at other times when the ultraviolet radiation (UVR) level is 3 and above.

### Hats

Hats must be worn for all outside activities from the beginning of September until the end of April and at other times when the ultraviolet radiation (UVR) level is 3 and above.

The provision of an appropriate hat is the responsibility of the family. Recommended hats are broad brimmed, legionnaire or bucket style hats (bucket hats must have a deep crown and a 6cm brim). Baseball caps are not allowed.

### Sunscreen

Please note that education workers:

- accept only sunscreen that has been provided by a parent/caregiver in the original, fully labelled container
- do not monitor the effects of applications as they have no training to do this
- are instructed to seek emergency medical assistance if concerned about a student's reaction following sunscreen application.

### Please complete all sections of this form and;

- schedule application of sunscreen outside school hours wherever possible
- be specific: **“as needed”** is **not** sufficient direction for staff members, they need to know exactly when the application of sunscreen is required
- nominate the simplest method. (For example: 8 hour sunscreen)

Name of student..... Date of birth.....

Family name (please print)

First name (please print)

Medic Alert number (if relevant)..... Review date.....

<b>SUN SCREEN APPLICATION INSTRUCTIONS</b> <i>(Please print clearly)</i>	<b>TIME</b> <i>(please indicate times relevant to the school day)</i>
Sunscreen name and form (eg <i>liquid, cream</i> )	<input type="checkbox"/> Recess (10:40 am) <input type="checkbox"/> Lunch (12:35 pm) <input type="checkbox"/> Prior to outside activity <input type="checkbox"/> Other (please specify)
Application method:	
Areas to be covered:	
Any other instructions:	
<b>Hat provided</b> <i>(please tick <input checked="" type="checkbox"/>)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Please note:

- wherever possible, safe self-management of sun protection is encouraged
- young students who are able to apply their own sunscreen will be supervised
- **when the student is unable to apply their own sunscreen, staff will follow the application instructions as described above.**

**AUTHORISATION**

*I have read, understood and agree with this plan and any attachments indicated above.*

*I approve the release of this information to education staff.*

*I understand that staff will only apply sunscreen provided by me and according to the instructions I have given above.*

Parent/Carer (please print name).....

Signature.....Date.....  
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