



# Health and Well-Being Policy

## **POLICY STATEMENT**

Walkerville Primary School Out of School Hours Care (OSHC) acknowledge and take responsibility for the health, safety and well being of children and young people, families, educators and volunteers who access the service. The service recognises that this plays a central role in positive relationships, engagement and belonging.

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## **SCOPE**

This policy applies to children and young people, families, volunteers and educators at the service.

## **IMPLEMENTATION**

The approved provider (Walkerville Primary School Governing Council Inc.) will:

- Ensure the following procedures are known and followed by management and all educators, volunteers and visitors.
- A nominated supervisor, responsible persons and educators will:
- Ensure all educators are given the policy; have reviewed it and adhere to it.
- Ensure their practice and decisions follow the policy.

## **SECTIONS**

### **Section (1) MEDICAL CONDITIONS AND HEALTH POLICY**

#### **Policy Statement**

The service aims to provide safe and effective care to children and young people by ensuring that educators are fully aware of prevention and response management of any child's allergies, medical conditions or health requirements. The service requires the disclosure of all medical conditions or health requirements from families upon their enrolment. If a medical condition or health requirement becomes known after a child has already commenced enrolment, it is the family's responsibility to document this on Fully Booked and notify the service about the changes before their next booking.

#### **Procedure**

- Families are required to supply the service with the adequate and in-date medication that is in its original packaging and action plan for the children or young people prior to attendance.
- Where children and young people require medication or have special medical needs for a long term condition, the child or young person's doctor or allied health professional must complete a Medical Plan and/or an Action Plan. Such a plan will detail the child's special health support needs including

administration of medication and other actions required to manage the child or young person's condition.

- Medical Plan and/or an Action Plan will need to be renewed every 12 months or when required.
- Educators regularly audit medication onsite; checking for dates and correct names and photos.
- All educators are to make themselves aware of children's allergies, medical conditions and health conditions listed in the kitchen cupboard & in the first aid room. All medication is kept accessible in the first aid room in its original packaging in case of an emergency.
- Health conditions that do not require medication are displayed alongside the other medical information as stated above.
- A process for informing all staff and educators (including volunteers) of the needs of the individual child or young person is guided by our confidentiality policy and will be done in a way that protects the rights and dignity of the child or young person.
- Families must replace any out of date medications before the child or young person can attend their next session.
- The family member providing the medication or instructions from medical professionals must sign the communication record along with an educator to ensure it has been noted.
- Medication administered by an educator must be recorded in the Child Medication Record Log. Families are notified when medication is administered and then are required to sign the form when the child is collected.
- The medication log will have all the necessary information recorded as per the National Laws and Regulations.
- If a child or young person takes the wrong medication the following steps should be followed:
  1. Ring the Poisons Information Centre 13 1126 and give details of the incident and child.
  2. Act immediately upon the advice given (e.g. if advised to call an ambulance) and notify the child's emergency contact person.
  3. Document your actions.
  4. The employer will require completion of a critical incident report and an accident and injury report form.
- Parents/families/guardians should consider whether their child who requires medication is well enough to be at the service, and to keep the child at home if unwell.
- If children are receiving medication at home but not at the service, the parent/guardian is encouraged to advise the educator of the nature of the medication and its purpose and any possible side effects it may have for the child.
- On the occasion the child only attends during vacation care, it is the responsibility of the family to physically hand the medication to an educator during the sign in process. This will be recorded on the Child's Communication Record and signed and dated by both a family member and educator.
- A comprehensive first aid kit will accompany the educators on all excursions along with a mobile phone.
- All children and young people attending excursions will have provided a signed medical form providing medical details and giving staff permission to contact a doctor or ambulance should an instance arise where their child requires treatment. Copies of the signed forms are on our online system.
- All children and young people's medication will be taken on the excursion with them in case of an emergency.

**Risk Minimisation Plans** are required to be developed in consultation with the Director or Assistant Director and the parents of the child in compliance with the National Law:

- To ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised;
- To ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented;
- To ensure that practices and procedures notify and inform the parents of any known allergens that

- pose a risk to a child and strategies for minimising the risk are developed and implemented;
- To ensure that practices and procedures are in place so that all educators and volunteers can identify the child, the child's medical management plan and the location of the child's medication to ensure that they can be implemented in an emergency
- To ensure that practices and procedures are in place so that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented.
- Risk is minimised through educator diligence ensuring any risk posed to a child will not enter the service including, but not limited to, food, donated resources, animals and allergens such as pollen or dust.

## **Section (2) SERIOUS INCIDENTS, INJURY OR DEATH**

### **Policy Statement**

The approved provider, educators or the nominated supervisor will ensure that immediate and appropriate action is taken to notify any relevant authorities in the event of an incident that causes the death of a child, educator or family member who attend the service or whilst at the service.

### **Procedure**

Educators will follow and implement the following procedure in the event of a serious incident or injury for those onsite or attending the OSHC program:

- Attempt DRABCDCD pursuant to current guidelines.
- Follow evacuation/ lockdown procedure as per Emergency Procedures Policy to remove children and unnecessary bystanders from area.
- Call an ambulance immediately on 000.
- The nominated supervisor will call the family/guardian(s) of the child and arrange to meet at the hospital or medical facility.
- Medical staff will advise family on further action to be taken.
- Explain to children and families that an incident has occurred and that precautions have been taken to ensure safety. Refer to confidentiality policy for further disclosure.
- Allow educators to attend the deceased person's funeral if they wish and consider the necessity and practicality of closing the service on the day of the funeral.

Within 24 hours Responsible Person will:

- Contact relevant school delegates and department of education.
- Write report regarding incident.
- Notify state Police Department.
- Notify the Regulatory Authority.

### **Procedure for a death of a person connected to the service**

- Responsible persons are notified that a death of an educator, child or volunteer has occurred while not on site from family member of deceased person or police.
- Responsible person would inform school delegates and work with them to put in place a plan for notification and running of the service to follow.
- Contact an outsourced counsellor for further advice and to organise them to be on site to inform other educators, children and volunteers of death.
- A letter will be written to inform families connected to the service about the death.
- Responsible persons will be in continuous contact with family of deceased person.
- Take steps to ensure children continue to be adequately supervised e.g. calling in relief educators to maintain ratios or where necessary requiring families to collect children.
- Allow educators to attend the deceased person's funeral if they wish and consider the necessity and practicality of closing the service on the day of the funeral.
- Counsellor will be brought into service to assist with mental health.

## **Section (3) FIRST AID POLICY**

## **Policy Statement**

Walkerville Primary School OSHC understands that in accordance with the Work Health Safety Regulations 2012 it has a responsibility to provide first aid assistance to persons sustaining an injury or illness in the workplace. To achieve these responsibilities the service shall, as far as is reasonably practicable, provide first aid services by:

- Having at least one educator who is certified to administer first aid on duty at all times whilst the service is operating. This person(s) is to undertake duties to assist in the prompt delivery of treatment for injuries.
- Providing adequate first aid kits and supplies.
- Accommodating all educators who wish to be trained in first aid.
- Educators to follow first aid guidelines in accordance with their abilities.

This policy and procedure has been developed to ensure that first aid kits and/or suitably trained educators are available if treatment is required.

## **Procedure**

- A minimum of one educator present at all times will hold a current approved first aid certificate.
- A fully stocked and updated first aid kit will be kept in a secure place in the service and audited every 3 months. Educators are to ensure that this is easily accessible to all educators and kept inaccessible to the children.
- A separate travelling first aid kit will be also maintained and taken on all excursions and whilst outdoors.
- Individual first aid kits will be taken to each area containing immediate first aid equipment.
- The first aid kit will contain the minimum equipment suggested by the Red Cross or St Johns Ambulance.
- A first aid manual will also be kept at the service.
- A cold pack will be kept in the freezer for treatment of bruises and strains.
- Educators and relief workers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it in the orientation process.
- Qualified first aiders will only administer first aid in minor accidents or to stabilise the injured or ill persons until expert assistance arrives in more serious accidents.

## **Section (4) HANDWASHING AND HYGIENE POLICY**

### **Policy Statement**

The service aims to provide a healthy and hygienic environment at all times that will promote good health to the children and young people & educators.

### **Implementation**

- **The Approved Provider (Walkerville Primary Governing Council Inc) will:**
  - Ensure the service has adequate hand washing facilities in line with the National Regulations and Standards.
- **A Nominated Supervisor will:**
  - Ensure the hand washing facilities are in working order.
  - Ensure that a review and update of hand washing procedure is done regularly.
  - Ensure that female educators and children have access to proper feminine hygiene disposal.
  - Ensure systems are in place so all toilets, hand basins and kitchen facilities will be cleaned regularly.
- **Educators will:**
  - Role model washing hands and other hygienic practices to promote personal hygiene and self-help skills to the children.
  - Before preparing and handling food our educators are required to thoroughly wash their hands.
  - Anytime we apply first aid we are required to wash hands, apply gloves then wash hands again after finishing.
  - After the following programmed activities educators and children are to wash their hands;
    - Gardening and Nature play

- Cooking
- Sensory
- Animal Handling

- Ensure all handwashing facilities are regularly checked to make sure soap is available.
- Ensure the general clean up at the service will only be undertaken if the area is free from hazardous materials, substances and if no risk is evident.
- Wear disposable gloves when in contact with blood, open sores, or other bodily substances.
- Ensure whilst in contact with clothes contaminated with bodily fluids or cleaning the contaminated area, hands are washed thoroughly after they have removed the gloves.
- Ensure whilst they have cuts, open wounds or a skin disease such as dermatitis they are required to cover it and wear disposable gloves. Used gloves should be disposed of safely.
- Ensure children do not share hats.
- Ensure children are reminded not to share drinks, utensils or use items that have been dropped on the floor.

## **Section (5) IMMUNISATION POLICY**

### **Policy Statement**

We respect the right of individual parents to choose whether to immunise or not to immunise their children. However children who are not immunised will be excluded for the period of an outbreak of a vaccine-preventable diseases.

### **Procedure**

- In the event of an outbreak of vaccine-preventable disease at the service or school attended by children, children not immunised will be required to stay at home for the duration of the outbreak, for their own protection.
- The Public Health Unit will be notified if any child contracts a vaccine preventable disease.
- Payment of fees will be required for children excluded during an outbreak of a vaccine-preventable disease, unless other arrangements, discussed and agreed to by Council have been made.
- Only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive the Child Care Subsidy (CCS) and the Family Tax Benefit Part A end of year supplement. The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).
- Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.
- Conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption from immunisation requirements.
- Families eligible to receive family assistance payments and have children less than 20 years of age, who may not meet current immunisation requirements, will be notified by Centrelink.

## **Section (6) INFECTIOUS DISEASE POLICY**

### **Policy Statement**

Infectious Diseases are a threat to the health and welfare of the community if they are not treated with caution and respect. Families and educators are therefore required to make known any condition that is potentially harmful to others. Walkerville Primary OSHC aims to minimise the spread of potentially infectious diseases between children and young people, their families, volunteers and educators by excluding a child or young person who may have an infectious disease or who are too ill to attend the service.

### **Procedure**

- Any child or young person found attending the service who has an infectious disease will be quarantined at the service in the first aid room and first aid administered where necessary.
- The child or young person's emergency contacts will be contacted immediately by nominated

supervisor/educators. They will be asked to come collect their child from the service.

- All areas will be cleaned, the families will be informed a child or young person has contracted an infectious disease and notices will be displayed in the main OSHC room and on the Audiri and SeeSaw applications. Confidentiality will be maintained and only the name and nature of the infectious disease will be disclosed.
- Any child or young person that has symptoms of the infectious disease will need to have a medical certificate and have completed the applicable exclusion period as outlined in the current edition of Staying Healthy in Child Care (website below) to return to the service.
- [https://www.abc.net.au/mediawatch/transcripts/1302\\_healthy2.pdf](https://www.abc.net.au/mediawatch/transcripts/1302_healthy2.pdf)
- Nominated Supervisor/ educators will follow the guidelines from SA Health.
- Following the guidelines of SA Health website in the event the infectious disease is declared a pandemic by the Australian Government/ World Health Organisation our service will follow the advice from South Australian Government website (see below).
- <https://www.sa.gov.au/topics/education-and-learning/health-wellbeing-and-special-needs/infectious-diseases-and-exclusion>

### **Implementation**

#### **The Approved Provider (Walkerville Primary Governing Council Inc.) will:**

- support the Nominated Supervisor and the educators at the service to implement the requirements of the recommended minimum exclusion periods
- conduct a thorough inspection of the service on a regular basis, and consult with educators to assess any risks by identifying the hazards and potential sources of infection.
- ensure that the Nominated Supervisor, staff and everyone at the service adheres to the Hand Washing and Hygiene Policy and the procedures for infection control relating to infectious disease.
- ensure that appropriate and current information and resources are provided to educators and families regarding the identification and management of infectious diseases, blood-borne viruses and infestations.
- keep informed about current legislation, information, research and best practice.

#### **A Nominated Supervisor and educators will:**

- ensure that where there is an occurrence of an infectious disease at the service, reasonable steps are taken to prevent the spread of that infectious disease (see infectious disease plan).
- ensure that where there is an occurrence of an infectious disease at the service, a parent/guardian or authorised emergency contact of each child or young person at the service is notified of the occurrence as soon as is practicable.
- ensure that information from the SA Health about the recommended minimum exclusion periods is displayed at the service, is available to all stakeholders and is adhered to in the event of an outbreak of an infectious disease.
- ensure that a child who is not immunised against a vaccine-preventable disease does not attend the service when that infectious disease is diagnosed, and does not return until there are no more occurrences of that disease at the service and the recommended minimum exclusion period has ceased.
- notifying DECD within 24 hours when a child or young person becomes ill with an infectious disease at the service or medical attention is sought while the child is attending the service.
- the service will keep Emergency Contact Information for each child or young person.

## **Section (7) NUTRITION, FOOD/BEVERAGE, DIETARY REQUIREMENTS**

### **Policy Statement**

The service aims to encourage the consumption of nutritious, good quality & varied foods at Walkerville OSHC Service whilst following the 'Rite Bite' guidelines. Parents will be encouraged to share family and multicultural values and ideas to enrich the variety and enjoyment of food by the children and young people. High standards of hygiene will be maintained throughout any food preparation. Educators will ensure that they

have washed their hands, that food has been stored properly and purchased from reputable outlets and that all food handling utensils are clean and sterile in accordance with the Australian and New Zealand Food Standards Code.

### **Procedure**

- Any food provided by the service will be prepared in a hygienic manner; educators must wash their hands and use gloves where appropriate.
- Children or young people are supervised in food preparation and hygienic conditions maintained.
- Food requiring refrigeration will be stored in the refrigerator and the refrigerator is checked daily to ensure it is functioning correctly. .
- Children and young people should be seated while eating or drinking.
- Snack times will be treated as social occasions. Educators will sit with the children and young people and interact with them to encourage good eating habits and an appreciation of a variety of foods.
- Menus will be planned with input from children and young people, families and educators.
- Drinking water will always be available and accessible to educators, children and young people.
- Children will be encouraged to try different food but will never be forced to eat. Their food likes and dislikes and their family religious and cultural beliefs regarding food will always be respected.
- Where children or young people are on special diets, the parents may be asked to provide a list of suitable foods and unsuitable foods and their child's food preferences.
- The denial of food will never be used as punishment.
- The importance of good, healthy food will be discussed with children and young people.
- Information on nutrition, food handling and storage will be displayed at the service.
- When food is prepared as part of the children's program of activities, the ingredients and preparation techniques used will be hygienic and safe and contribute to children's nutritional needs
- [does something need to be added here around allergies i.e. no nuts?]

### **Section (8) RESTRAINT OF A CHILD**

#### **Policy Statement**

A child or young person may need to be restrained if there is an instance that the child or young person is at risk of harm to themselves or poses a threat of harm to others. Physically restraining child or young person is a last resort and will only be done if all other methods of calming the child or young person or guiding them to follow instructions has been exhausted. We will follow the Protective Practices Guidelines at all times.

<https://www.education.sa.gov.au/schools-and-educators/child-protection/protective-practices-education-and-care-staff-and-volunteers>

### **Section (9) WATER SAFETY**

#### **Policy Statement**

Water activities are a significant part of Australian life and provide children and young people with opportunities to access a variety of activities for experience, learning and fun. However, all bodies of water present a significant hazard and require our service educators to be increasingly vigilant around them to ensure the safety of children and young people. It is acknowledged that a child or young person can drown in as little as 5cm of water. Our service recognises these risks posed by bodies of water and takes the safety of children and young people and educators involved in water-based activities and around bodies of water seriously. The service will ensure that every precaution is taken so that children are able to enjoy water-based activities safely. Risk assessments will be carried out for programmed water-based activities and the outcomes will underpin the educator to child ratio for the activities.

- **The Approved Provider (Walkerville Primary Governing Council Inc.) and co-directors will:**
  - Actively access venues that provide the approved ratio of supervision in the form of life guards, when the venue contains or has access to a body of water.
  - Conducting a risk assessment on any venue the service plans to visit, to ensure that the service is able

to provide appropriate levels of supervision and that the risk does not exceed the service's ability to maintain the safety of children.

- Ensuring educators position themselves in the environment so that every child is within sight of an adult at all times and that supervision is direct and vigilant; and that educators rotate their position in the environment on a regular basis to allow for movement and to maintain vigilance.
- On a swimming excursion, having some educators designated to supervise children from within the body of water.

### **Procedure**

The service will ensure the safety of children around bodies of water by:

- Avoiding any venue with a body of water where sufficient precautions cannot be taken to ensure the safety of children. The National Regulations do not specify a specific educator to child ratio for activities where water is a feature. The number of educators present is to be determined by a risk assessment of the proposed activity. It must also be noted that in sections 165, 167 and 169 of the National Law there are clear statements about adequate supervision.
- Undertaking a risk assessment that will determine the required educator to child ratio for the proposed activity.
- Ensuring educators are placed in positions that allow them to directly and actively supervise any child or young person accessing a body of water.
- Demonstrating a preference for venues that provide additional supervision in the form of life guards.

### **A Nominated Supervisor and educator will:**

- Test any warm water around children to ensure that is not hot enough to cause scalding.
- Ensure water safety messages are embedded in the children's educational program, where appropriate, including during the following water-based activities: water play, sand play and play with elements of nature, such as mud, creek beds, watering the garden and rain catching from the natural environment.
- Ensure water containers are covered or made inaccessible to children or young people
- Empty any tubs or buckets used for water-based activities immediately after every use, and are stored in a way that prevents the collection of water.

## **Section (10) WORK HEALTH AND SAFETY**

### **Policy Statement**

Walkerville Primary School OSHC is committed to providing a workplace that is safe and without risk to the health or the welfare of employees, contractors and members of the public. We commit to the effective rehabilitation of injured employees.

### **Procedures:**

The service is committed to the implementation and continuous improvement of Work Health and Safety policies and procedures. In implementing this policy and the Work Health and Safety Management System the School Council the OSHC Management Committee and, employees will:

- adopt a consultative approach with employees, contractors or other affected groups, and encourage the dissemination of Work Health and Safety information.
- comply with WHS legislation and standards and Work Cover Authority's Compensation and Injury Management requirements.
- facilitate ongoing management and improvement of the WHS Management System throughout the service based on a 'best practice' approach.
- facilitate the integration of Work Health and Safety into all of the Service's planning and Operations.
- ensure employees, contractors or other affected groups are appropriately researched and trained in relation to Work Health and Safety processes/issues.
- treat Work Health and Safety as a core management responsibility and to improve understanding of



responsibilities at all levels in the organisation.

- minimise Governing Council's exposure to human and financial loss and respond quickly to assess the impact of any potential problem.

### **SOURCES**

- ACECQA - Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- Education and Care Services National Regulations 2018
- My Time Our Place V2.0, 2022

### **REVIEW**

This policy will be reviewed bi-annually or when required by the Governing Council, Management Committee, Educators and families.

### **LEGISLATIVE REFERENCES**

National Quality Standard

Quality Area 2- Children's Health & Safety **2.1** Health **2.2** Safety Quality Area 3- Physical Environment **3.1** Design

Quality Area 4 - Staffing Arrangements **4.2** Professionalism

Quality Area 6 - Collaborative partnerships with Families and Communities **6.1** Supportive relationships with families **6.2** Collaborative partnerships

Quality Area 7- Governance & Leadership **7.1** Governance **7.2** Leadership

Education And Care Services National Regulations

**77** Health, hygiene and safe food practices

Incident, injury, trauma and illness policies and procedures

Notification to parents of incident, injury, trauma and illness

Incident, injury, trauma and illness record

Infectious diseases

First aid kits

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### **Legislation**

Blood Contaminants Act 1985 Children's Services Act 1985

Children and Young People (Safety) Act 2017 Community Welfare Act 1972

Education Act 1972

Education and Children's Services Act 2019

Education and Early Childhood Services (Registration and Standards) Act 2011 Emergency Management Act 2004 Health Care Act 2008

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

### **My Time Our Place**

Outcome 1: Children have a strong sense of identity Outcome 3: Children have a strong sense of wellbeing

Outcome 5: Children are effective communicators

Appendix:

#### **1. Definitions**

**Health:** A state of complete physical, social, emotional, mental and spiritual wellbeing and not merely the absence of disease or infirmity. It includes the ability to lead a socially and economically productive life. (Taken from Australian Curriculum)

**Emotional Health:** An ability to recognise, understand and effectively manage emotions and use this knowledge when thinking, feeling and acting. (Taken from Australian Curriculum)

**First Aid:** The initial care of the ill or injured, usually given by someone who is on the scene when a person becomes ill or injured. (Taken from Australian Curriculum)

**Mental Health:** A state of wellbeing in which an individual thrives and can manage normal stresses of life, work and recreation. Social, emotional and spiritual resilience, which enables people to enjoy life and survive pain, disappointment and sadness. It is a positive sense of wellbeing and an underlying belief in our own and others' dignity and worth. (Taken from Australian Curriculum)

**Safety:** Relates to safety issues that students may encounter in their daily lives, assessing risk, making safe decisions and behaving in ways that protect their own safety and that of others. It includes making safe decisions that keeping people healthy in situations and places such as school, home, on roads, outdoors, near and in water, parties, online, first aid, relationships and dating, and personal safety. Children and young people will seek out risks elsewhere, in environments that are not controlled or designed for them, if a play and physical activity provision is not challenging enough. Important learning can take place when children are exposed to, and have to learn to deal with, environmental hazards. (Taken from Australian Curriculum)

**Wellbeing:** Sound wellbeing results from the satisfaction of basic needs - the need for tenderness and affection; security and clarity; social recognition; to feel competent; physical needs and for meaning in life (adapted from Laevers 1994). It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity and resilience. (taken from MTOP)



