

MEDICAL INFORMATION FORMS

These are completed at the beginning of each year with as much detail as possible e.g., allergy to bees and health plan made to use epipen etc.

The forms not only inform staff for daily school life and excursions, but are also copied and given to ambulance officers when required.

ILLNESS OF STUDENTS

If a student becomes ill at school, members of staff assist in making him or her as comfortable as possible. If it is thought necessary, parents will be contacted so that arrangements can be made for the student to go home, or action will be taken as requested on the Student Information Sheet for Doctor or Ambulance.

MEDICATION

Medication at school can only be administered by approved staff and even then requires **written directions**, including dosage and times. The child's name should be written on the medication container. Department of Education and Training policy also requires the parent to sign an **indemnity form**. These forms are available at the school office.

The following general rules for medication apply:

- ❖ Students cannot keep medication in their possession unless it is asthma medication and parents have notified the school office.
- ❖ Cough lollies and mixtures are deemed to be medication.
- ❖ All medication sent in by parents is held in the school safe by a school administration officer.

FIRST AID

The Department of Education and Training does not cover routine costs if a child has an accident at school or on a school activity. These costs are the parent's responsibility (i.e. doctor, chemist, hospital, etc.) The School is in the Ambulance scheme so students are transported free of charge. If a student has a minor injury appropriate treatment such as antiseptic, bandaid, ice-pack etc., is applied. Parents are not contacted unless there is some unusual circumstance or if the wound appears to need a doctor's attention. If a major injury (broken limb, a cut which requires stitches etc) occurs, the student's parent or nominee is contacted immediately. Depending on circumstances an ambulance is called (e.g., broken leg) and parents are advised that this has been done. If the parent does not arrive in time to ride with the injured student, a member of the executive staff will go instead, either in the ambulance or follow to meet at the hospital. Whilst staff are trained in emergency procedures, they do not pretend to have expert medical knowledge. The staff tries to act in the capacity of reasonable parents and apply minor first-aid as best they can, but also strongly advise that if your child comes home wearing a bandaid etc, you remove it to satisfy yourself that no other treatment is required.

ALLERGIES

Individual health plans may be necessary to manage your child's allergy especially if they have severe or anaphyaxis reactions e.g., bee stings, peanut allergies. Some of our students have peanut allergies so we recommend at this school that peanuts and peanut butter are not sent in lunches.