



## **MEDICATION/ILLNESS/INJURY**

Prescribed medication is stored and administered by the Administration Officers following a written request from the parent/guardian (Forms are available from the office).

Non-prescribed medications such as Panadol, will only be administered from a student's personal supply sent in by parents with a completed application form. This medication should be clearly labelled with the student's name and instructions stating the circumstances in which it may be administered. Students who are injured or feel ill, should report with a note from their teacher to the First Aid Room in the office where they will be assisted by the First Aid Officer.

### **ANAPHYLACTIC/ALLERGY MEDICATIONS**

Parents are required to provide documentation from their doctor/Allergist (ASCIA form) as well as medication clearly labelled by a pharmacist. Medical Action Plans are to be completed by students who may require medication for severe or life threatening allergies. The Action Plan must be signed by the students Doctor to confirm the details are correct.

### **ILLNESS AT SCHOOL**

Under no circumstances is a student to contact home and arrange to be collected. In the first instance, any student who becomes ill during the school day must initially advise the teacher and report to the office with a note. From there, students will either return to class or a parent or listed emergency contact person will be notified.

Please ensure that the Administration office always has the current home and mobile telephone numbers. The emergency contact person should be someone who is available to collect your child from the school if the parent/guardian is unable to do so.

Your child should be collected as soon as possible after you have been contacted by the school. We cannot provide long term bed care for students. **Parents should not send sick children to school.**