

## First Aid and Medication Policy

### Parents

It is the responsibility of the child's parent/guardian/carer (**parent**) to inform the school of any diagnosed medical condition of their child(ren).

#### 1. DISCLOSURE OF STUDENT MEDICAL CONDITION

- (a) Student medical conditions must be declared via the **Enrolment Form** at commencement or as soon as a parent becomes aware of their child(s) medical condition. This can also be notified in person or by email. *All medical conditions notified in the enrolment form will be notified by the **Student Registrar** (or other person receiving the information) to the **First Aid Officer** who will contact the Parent for any further information required.*

*Parents must disclose to the Front Office (Student Registrar) if their child develops any medical condition following enrolment or if an already disclosed condition changes at any time to ensure that the appropriate medications or relevant Actions Plans are kept updated.*

- (b) Documentation required by parents includes the relevant **ASCIA Action Plan** that applies to their child(ren) and must be completed by a medical practitioner/GP. Action Plans are required to be reviewed annually. Additional doctor's reports may be required to provide further clarification of the student's condition.
- (c) Corresponding medication as stated on **ASCIA Action Plan** is to be provided by the parent to the front office, in its original packaging.

#### 2. MEDICATION ADMINISTRATION GENERALLY - REQUIREMENTS

- (a) All parent requests for administering of prescribed medications to their child must complete a **Medication Request Form** (available from the Front Office) and **must be** supported by specific written instructions from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- (b) Documentation requires date, time, medication & dosage, reason for administration (trigger of medical condition or scheduled antibiotics, for example) and response.
- (c) In the event that medication is required over an extended period, parents must complete a **Long-term Medication Log** (available from the Front Office). Notice of commencement period and completion date is required from the parent and/or medical practitioner.