

## **FIRST AID**

Although the school does not have doctors or nurses on staff, some teachers and SAS staff are first aid trained and available to attend any student who requires treatment for injuries or illnesses that develop at school. **Please do not send a sick child to school!**

**If an ambulance needs to be called to attend to your child, the cost is covered by the school's insurance policy.**

Please note the following general procedures:

- Students who are sick **and not physically injured** should report to the school office. The sick student is to have a note from the class teacher, preferably written in the school diary. Where possible s/he should be accompanied by another student.
- Physically injured students should not be moved from the place of injury until a staff member has been notified and first aid personnel have attended. If necessary, the injured student will be transported to the first aid room by wheelchair or crutches. In more serious cases, an ambulance will be called.
- In accordance with the Occupational Health and Safety policy, the school staff will keep a register of those students who have reported as ill and/or injured each day.

As a general rule, with limited space for sick students to be adequately cared for at school, office staff are instructed to contact the parent/carer to come to the school and take the unwell student home. **It is in the interests of all students if parent and emergency contact information is kept up to date. Please inform the office of changes ASAP.**

**Please note that school staff are trained to first aid certification and are not authorised to dispense any medications without prior arrangement (see below). This includes the issue of such medication as paracetamol for headaches.**

## **MEDICAL CONDITIONS / MEDICATION at SCHOOL**

On enrolment, the parent/carer is required to hand in a completed medical information form for each child enrolled.

Parents should notify the school in writing of any illness or disability that may occur during the year so that staff are informed and appropriate action can be taken if necessary. Any such written communication should be addressed to the Principal or Head Teacher Student Welfare. In some cases, parents may need to make an appointment to speak with the Head Teacher Student Welfare so that an appropriate health care plan can be devised in consultation with parents and in some cases, treating medical practitioner. Doctor's certificates, specialist's reports and/ or other health assessments may need to be presented at this meeting.

NO MEDICATION is to be carried at school by any student without approval from the Head Teacher Student Welfare.

**THE SUPPLY OF PRESCRIPTION DRUGS TO ANY STUDENT BY UNAUTHORISED PERSONS IS ILLEGAL. SERIOUS PENALTIES APPLY.**

**All tablets and medicines are to be labeled with your child's name, roll class and dosage and handed to the School Assistant in charge of the clinic at the school office. It is the responsibility of the student to come to the office at the agreed times to collect the medication.**

<p><b>Please be assured that the school takes your child's privacy seriously and any information provided will be used to ensure that the best possible health care and/or academic plan is developed.</b></p>
--

