

COLLINGWOOD COLLEGE 1ST AID AREA INFORMATION-2017

Welcome to the 2017 school year to all in our school community and especially our new school families.

Our school works in partnership with parents and carers of students to ensure students (and staff) with ongoing and/or occasional medical needs have the appropriate school wide support and understanding for what could be complex medical issues.

Therefore it is with the upmost importance that parents and carers provide the correct and in-date medical documentation and information directly to the school as well as all in-date medicines needed at the start of the 2017 school year.

Updated medical plans for Anaphylaxis, Asthma, Diabetes and other medical conditions to be provided by your treating Doctor.

Please check the review date on plans, and ensure the plans are in date, in colour and with students' current passport sized photo attached. All medicines are to be labelled with the students name, in-date and in original packaging.

Please provide any new plans directly to the office staff for processing, including the medicines. Our Office staff can colour photocopy your plans if needed and print out a colour plan if required.

Anaphylaxis requires

- In date colour printed *ASCIA Action plan provided by your Doctor* with current passport sized photo of the student.
- In date Epi-pen labelled with students name. *Primary students medication will be kept in an accessible/labelled medical box with their plan in the students' classroom & taken to all specialists and excursions by their teacher.*
- High school students may carry their pen on them in a heatproof carry bag. However we need to be shown this pen and where the student keeps it & take note of the use-by date.
- In date antihistamines in original packaging if required
- Colour *ASCIA Action plans* are available to download at <https://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>

Asthma requires

- In date colour printed *Asthma Action plan* for schools **provided by your Doctor** with current passport sized photo of the student.
- In date medication, such as Ventolin reliever medication (and spacer if required) labelled with students name.
- *Primary students medication will be kept in an accessible/labelled medical box with their plan in the students' classroom & taken to all specialists and excursions with the teacher. If you require your child to carry their medication on them, please speak to the classroom*

teacher for school documentation of your decision and its use-by date.

- High school students may carry their medication. However we need to be shown the medication and where the student keeps it to take note of the use-by date.
- Colour Asthma Action plans can be downloaded at <https://www.asthmaaustralia.org.au/vic/about-asthma/resources>

Diabetes requires

- In date colour printed *Diabetes management plan **provided by your Doctor***. Individual treatment kits (Hypo kits) should be discussed with and provided to the sub-school Leadership team at the start of the year. Management and Action plans are available from *The Royal Children's Hospital Diabetes Department via an online form at <http://www.rch.org.au/diabetes/>*
- Or contact Diabetes Australia online <https://www.diabetesaustralia.com.au/news/13619?type=articles>

Epilepsy and seizures require

- An in date management plan as discussed and provided by your treating Doctor
- Templates to plans and seizure record forms can be downloaded at http://www.epinet.org.au/articles/epilepsy_management_plans_emp_1

Other medical conditions

- Please provide signed and documented information from your treating Doctor.

Giving medicines during school hours

- Please discuss medical needs with your classroom teacher beforehand, fill out/sign our school form and hand it into the classroom teacher (Leadership proxy) with medicines in correct packaging.

With thanks in anticipation of your support

Further questions

- Please email Desley Insall (1st Aid officer) on Insall.desley.d@edumail.vic.gov.au

OR

Address any concerns or queries to our Leadership team

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