

INFORMATION CHECK SHEETS

Dear Parents and Carers,

At the beginning of each school year we ask all parent/carers to please check over the student information check sheet for their child/children. Please check all details are complete and correct.

Please return the signed check sheet with any changes to the Front Office. If there are no changes to be made to the check sheet, please write "No Changes" on the bottom of the sheet and sign. These may be emailed back to Stromlo.Enquiries@ed.act.edu.au

Every student needs to have a completed **Medical Information and Consent Form** completed annually as a snapshot of medical needs. This form will also be sent out by paper in the first few weeks of term to all students.

Additionally, if you identify any specialist medical condition marked with an asterisk (*) or condition that will require action plans, you need to complete a **Known Medical Condition Response Plan** (attached) signed by the student's qualified health professional and student's parent/carers.

Where the treatment/management of a known medical condition requires the administration of medication for a period of more than one school week (regular ongoing medication) a **Medication Authorisation Administration Record** must also be completed by the student's parent/carer and submitted with the **Known Medical Condition Response Plan**.

In Summary, all students must return:

- Medical Information and Consent Form (annual form)

Students with a known medical condition which does not require medication must return:

- Medical Information and Consent Form
- Known Medical Condition Response Plan

Students with a known medical condition not listed below who require medication must return:

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Medication Authorisation and Administration Record

Students with Asthma must return:

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Asthma Management Plan
- Medication Authorisation and Administration Record

Students with Anaphylaxis must return:

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Anaphylaxis Management Plan

- Medication Authorisation and Administration Record

Students with Diabetes must return:

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Diabetes Management Plan
- Medication Authorisation and Administration Record

Students with Epilepsy must return:

- Medical Information and Consent Form
- Known Medical Condition Response Plan
- Epilepsy Management Plan
- Medication Authorisation and Administration Record

For **short term medications** to be administered at school (non-ongoing medical issue e.g. antibiotics for a period of 10 days), must be authorised by written agreement from the student's parent/carer, via the *Medication Authorisation and Administration Record*, and qualified health professional (a medical prescription is adequate).

For more information, please visit the Education website at https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/wellbeing/health/first-aid/First-Aid-Policy or contact the school for further clarification.

Please return all information by **23 March 2020**, so we can update our system with the new information, so we can best support your child's needs.

Regards,

Peter Radford

Principal