

# Health Support & Processes

## Emergency Contacts

It is important to keep “Emergency Contacts” information up to date. Should your information change please inform the Front Office staff as soon as possible to ensure your child’s safety.

## First Aid

If a child requires first aid, or becomes sick, they will be sent to the front office. Basic first aid is applied at the sick room. A note is sent home with the student if they receive basic first aid. Please note that “basic first aid” is made up of supervision, rest, ice pack treatment and dressing of very minor wounds. No treatments beyond these will be given. If treatment is required beyond basic first aid, emergency contacts will be notified. If it is deemed necessary, by our senior first aid officer, that emergency treatment is required, an ambulance will be called.

**It is essential** that student medical information, and emergency contact information, is up-to date. Please notify the Front Office staff if your child has any changes to their medical condition or plan.

## Medication

If a student needs to take medication during school hours or a school camp the school must be informed. Students cannot take any medication at school or the school camp without a Medication Authority Form or an Asthma Care Plan.

This applies to all medications including:

- prescription drugs
- over the counter medicines, such as pain relief tablets or medicated throat lozenges
- ointments
- alternative therapies
- vitamins and minerals
- food supplements
- students unexpectedly needing pain relief while on school camp.

## Storage of medication

All medication is stored in a secure area at Front Office area. All medication must be clearly labeled by a Pharmacist. No medication can be stored in a student’s bag.

Should you need clarification about this, please contact the Front Office Staff.

## Taking medication for the first time

Students must not take the first dose of a new medication at school. Because of the dangers of an allergic reaction, the first dose should always be supervised by a parent or health professional.