

Dear Parents

Junior and Senior students are to follow the one sickbay procedure:

Students should not be contacting their parents. Sickbay will contact parents as soon as the student presents themselves to sickbay with a signed diary when checking in.

Parents should not be contacting the office or sickbay to sign their children out of sickbay. Sickbay will contact parents once their child has presented to sickbay.  
If your child needs to attend a medical appointment, please arrange a leave pass with the office first thing before school starts.

It's our Duty of Care that if a parent does call, we will still call them back to confirm the phone number on our system is correct and we are talking to parents. Please make sure your contact details are up to date.

If your child does contact you, please refer them to follow the sickbay procedure and you will be contacted upon arrival at sickbay.

#### **REMINDER - SICKBAY PROCEDURE**

What to do when your child is sick at school.

Hours of operation are Monday to Friday from 8.40am to 3pm.

Sickbay is located in the Administration Building. It is best for you to remain at home if you are unwell in the morning. However, should you become ill at school you must report to the First Aid Officers at Sickbay with a signed note from a teacher.

You are NOT PERMITTED to CONTACT your parents/guardians (via a mobile telephone in lunch / class time) OR leave the school without permission.

It is the policy of the school that if you are too ill to remain in class you are to be sent home into the care of your parents. There is no resting in Sickbay. Parents should make sure the school has a record of the contact details of a responsible adult who can transport you home if they are unavailable.

#### **REMINDER - MEDICATION REQUIREMENTS**

Parents/carers need to have a doctor complete and sign a Request to Administer Medication at School form when delivering medication (long term prescription medication and/or over the counter medication) to Sickbay.

A treatment action plan should be supplied for students with asthma or any other illness that may require first aid assistance at school. In particular, medical conditions like epilepsy, haemophilia, diabetes, anaphylaxis or severe allergic reactions. This plan will be attached to your child's school records.

Each student who is at risk of anaphylaxis is required to have a management plan that has been developed in consultation with the parents/guardians and medical practitioner.

Short term prescription medication will need a letter from Parents authorising administration with directions of use and provide medication in original pharmacy labelled container to the school.

The school DOES NOT keep a supply of painkillers (Panadol or other medication) for student use. All medication must be supplied in the original pharmacy labelled containers. Medication will be refused otherwise.

First aid medical supplies are only issued for injuries/incidents that occur at school. Any student requiring strapping tape etc. must also provide their own supplies.

