Dear Parents,

**RE: SCHOOL POLICIES ON SUNSCREEN, ASTHMA MANAGEMENT, MEDICAL CONDITIONS & MEDICATIONS**

1. **Sunscreen**
   
   From 1 September until 1 May it is school policy that all students wear a Sunsmart hat. It is also recommended that children wear a sunscreen. *Each child needs to provide their own sunscreen.* We suggest an initial application prior to arriving at school and a tube/small bottle in their bag for re-application (named please). It is the parent's responsibility to provide a sunscreen for their child. Teachers will not apply the sunscreen but will actively encourage its use at recesses and during sport/PE etc.

2. **Asthma**
   
   Each year parents are asked to identify any child who suffers from any form of asthma. They will be then asked to fill in a form detailing the recommended treatment for their child and return it to the school.

3. **Medical Conditions**

   - **Anaphylactic** – Children who have an anaphylactic reaction are required to have an Anaphylactic Action plan completed by their local GP and to provide a copy to school.
   - **Other Medical Conditions (eg. Epilepsy)** – Children who have any other major medical conditions are required to have an Action Plan completed by their local GP and to provide a copy to school.

4. **Medications**

   All medications must be clearly labelled with the child’s name, date dosage, and time requirements. This must be provided in writing and handed to the classroom teacher. *Unless this information is provided medications cannot be administered.* This requirement also applies to medications such as throat lollies.

   Each year parents are asked to identify any child who is taking medication on a regular basis. **If your child requires such medication, please complete the details in the authorised medical book in the First Aid room.** These students must have their medication supervised by a designated first aider/staff member. Parents may make alternate arrangements with the Principal and the staff member concerned.

**PLEASE NOTE:**

1. To collect an Action Plan Form please complete the slip below and return it to school.
2. All Action Plans **must** be submitted with a **colour passport size photograph** of your child.

Yours sincerely

Carol Chau  Co-ordinator – First Aid

Friday, 25 February 2011

To Glen Iris Primary,

Re Medical Action Plans

Please complete and circle the required form(s). The forms will be sent home via the classroom.

- Child’s name: ……………………… Grade ………… Asthma Allergy/Anaphylactic
- Child’s name: ……………………… Grade ………… Asthma Allergy/Anaphylactic

**Medical Forms should be completed and returned to school with a recent passport sized photo attached by Monday 21 February.**

Parent signature………………………………………..Date……………..