

8th February 2017

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 sunscreen and that they 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). Please refer to the Glen Iris PS Standard Permission Form 2017 regarding school supplied sunscreen.

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 an Action Plan detailing the recommended treatment for their child and return it, and the relevant medication, to the school.

3. Medical Conditions

Anaphylactic/Allergies – Children who have an anaphylactic reaction are required to have an Anaphylactic Action plan completed by their local GP and to provide a copy and relevant medication to school as soon as possible.

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 and relevant medication 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 get an Action Plan Form either download one from the internet:
 - a. for anaphylaxis and allergy go to: <https://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>
 - b. for Asthma go to: <https://www.asthmaaustralia.org.au/vic/about-asthma/resources/victorian-action-plans>
2. Or come to the front office: or complete the slip below and return it to your teacher by 20 February.
3. All Action Plans **must** be submitted with a **colour passport size photograph** of your child by 27 February. **PLEASE NOTE THAT A NEW ACTION PLAN MUST BE COMPLETED EVERY YEAR.**
4. All students who require medication must supply it to the school, **named and valid in date.**

Yours sincerely
Meg Gerring – First Aid Co-ordinator

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**To Glen Iris Primary,
Re: Request for 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

Medical Forms should be completed and returned to school with a recent passport sized photo attached and required medication by Friday 27th February 2017.

Parent signature..... Date / /2017