

St. Mary's Primary School

Student Medical Conditions and Record Management



Rationale

At St. Mary's Primary School, we believe that every student has the right to be in a safe and secure environment while engaged in school activities.

Aims

To ensure a safe and secure learning and playing environment for students
To ensure all children can be cared for and have access to the school learning environment

Implementation

At the time of enrolment parents/carers are requested to complete an enrolment form which asks if the child has any medical conditions and if so the provision of documentation of the management of the condition is required.

A register of children who suffer from asthma, are anaphylactic or have any other medical condition is organised by the school Administration Officer.

The medical register is kept in the first aid room along with action plans.

Copies of action plans are forwarded to homeroom teachers and are also placed in the student files.

All students who suffer from Asthma are required to have an asthma plan provided by their medical practitioner.

Students who suffer from asthma are permitted to carry their ventolin or asthma medication with them if this is necessary.

Asthma medication is also kept in the school's first aid room and in first aid kits.

All students with anaphylaxis are to have an action plan for anaphylaxis. These plans are displayed in the first aid room, the staffroom and learning spaces.

EpiPens are provided by the parents/carers of students with anaphylaxis and are kept in the assigned EpiPen Cupboard (or as specified in the Plan) with a log for signing in and out.

Parents/carers are required to update student information on Operoo including information related to medical conditions and their management whenever changes occur.

All student information is entered into ICON, the school administration software package.

Parents/carers of students who have a particular medical condition are asked to contact the school if any management issues related to their child's condition change.

The designated personnel maintains the currency of medical records for students.

Monitoring and review

Student Medical Conditions and Record Management will be monitored and reviewed by the staff, at least once every four years.

Created: 2019

Review: 2023