



Parent Information Book 2016

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## INTRODUCTION

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**Welcome  
to the  
Yokine Primary School Community**

***On behalf of our school community it is my pleasure to welcome you to our wonderful school where your child/children will be provided with an exciting learning environment and diverse range of educational programs.***

***As an Independent Public School we are provided with opportunity for us to select staff, manage a one line budget, work in collaboration with our School Board and have access to flexible management options. We remain a proud member of the public school system and apply the Western Australian Curriculum.***

***Our school strives to develop the 'whole child'.***

***Learning programs are developed to cater for the individual needs and learning styles of each student which provide opportunities for intellectual, social, creative, physical and emotional development.***

***The school prides itself on an excellent range of specialist programs which include: music, physical education, LOTE and science.***

***We are a multicultural school with 47% of our student's families coming from many different countries. Students who do not have English as a first language receive specialist support from an English as A Second Language Teacher to assist them make an easy transition into our school.***

***Parents play a very important part in our school.***

***A range of opportunities are provided for parents be closely involved in the education program and participate in a range of performances, excursions, exhibitions, assemblies and special events. Additionally, parents have many opportunities for leadership roles in our school as part of the Parents and Citizens Association, Class Representatives Group and School Board.***

***We encourage parents to get involved to support our school.***

***As the Principal of Yokine Primary School I remain very involved in all school activities and maintain open communication with students, parents and staff. I believe that by being open to discussion and aware of the various aspects of the school I am able to make informed decisions which will see the best educational outcomes for all students.***

***An African Proverb says: 'It takes a whole village to grow a child.'***

***Yokine Primary School Community is the 'village' where we all work together, students, staff and parents, to provide a rich and exciting learning environment so that each child can 'grow' to be the very best person.***

***I wish your family a happy and rewarding association with our school.***

***Kim Fraser, Principal, 2016***

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## YOKINE IN BRIEF

<b>CONTACT DETAILS:</b>	Yokine Primary School 39 Woodrow Avenue Yokine WA 6060 Telephone: 9242 2726 Fax: 9242 4142 Website: <a href="http://www.yokineps.wa.edu.au">www.yokineps.wa.edu.au</a> Email: <a href="mailto:yokine.ps@education.wa.edu.au">yokine.ps@education.wa.edu.au</a>
<b>REGION:</b>	North Metropolitan Region
<b>PRINCIPAL:</b>	Mrs Kim Fraser
<b>ASSOCIATE PRINCIPAL:</b>	Ms Helen Pynes
<b>CURRICULUM MANAGER:</b>	Mrs Lorraine Manning
<b>MANAGER CORPORATE SERVICES:</b>	Mrs Michelle Vandenhelm
<b>SCHOOL OFFICERS:</b>	Ms Julia Crossweller Ms Dee Bell Mrs Agnes McGuinness

### TERM DATES FOR STUDENTS 2016

<b>TERM 1</b>	<b>Monday 1 February—Friday 8 April</b>
<b>TERM 2</b>	<b>Tuesday 26 April—Friday 1 July</b>
<b>TERM 3</b>	<b>Tuesday 19 July—Friday 23 September</b>
<b>TERM 4</b>	<b>Tuesday 11 October—Thursday 15 December</b>

### SCHOOL DEVELOPMENT DAYS

<b>TERM 1</b>	<b>Thursday 28 January; Friday 29 January; Wednesday 30 March</b>
<b>TERM 2</b>	<b>Friday 3 June</b>
<b>TERM 3</b>	<b>Monday 18 July</b>
<b>TERM 4</b>	<b>Monday 10 October; Friday 16 December</b>

### PUBLIC HOLIDAYS

<b>Labour Day</b>	<b>Monday 7 March</b>
<b>Good Friday</b>	<b>Friday 25 March</b>
<b>Easter Monday</b>	<b>Monday 28 March</b>
<b>Tuesday</b>	<b>Tuesday 29 March</b>
<b>Anzac Day</b>	<b>Monday 25 April</b>
<b>Western Australia Day</b>	<b>Monday 6 June</b>
<b>Queen's Birthday</b>	<b>Monday 26 September</b>

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## Our Vision

Powering lifelong learning.

## Our Purpose

The staff at Yokine Primary School strives to provide a safe and inclusive environment where students are supported to become resilient, confident and emotionally intelligent citizens. This environment nurtures and promotes critical thinkers who are equipped to meet the challenges for an ever changing future while being respectful of self, others and their surroundings.

## Our Commitment

### **LINK - Proactive Partnerships**

Promotion of meaningful, productive and valued relationships between parents, teachers and community members ensuring students access the best possible learning opportunities.

### **EDUCATE - Inclusive Curriculum and Pedagogy**

Use innovative, diverse, challenging and differentiated curriculum across the school to deliver evidence based instructional strategies and skills developing resilient, creative thinkers.

### **DEVELOP - Beliefs for Life and Learning Environment**

Create and maintain a supportive learning environment where students feel safe, cared for, valued, and develop into resilient, caring and compassionate young individuals.

## Our Staff Beliefs

- There is a need to develop the whole child, socially, academically, emotionally, creatively and physically.
- Cultural diversity is valued and celebrated.
- The learning environment is safe, challenging and inclusive.
- Yokine PS Professional Learning Community develops teachers who model lifelong learning skills and work together as a team towards common goals.
- Resilience is an important life skill that is developed and fostered in all.
- Active Partnerships with families and the community in learning are sought after and valued.

## LEARNING OUTCOMES

We want Yokine students to:

1. Use language to understand, develop and communicate ideas and information and interact with others.
2. Select, integrate and apply numerical and spatial concepts and techniques.
3. Recognise when and what information is needed, locate and obtain it from a range of sources and evaluate, use and share it with others.
4. Select, use and adapt technologies.
5. Describe and reason about patterns, structures and relationships in order to understand, interpret, justify and make predictions.
6. Visualise consequences, think laterally, recognise opportunity and potential and be prepared to test options.
7. Understand and appreciate the physical, biological and technological world and have the knowledge and skills to make decisions in relation to it.
8. Understand their cultural, geographic and historical contexts and have the knowledge, skills and values necessary for active participation in life in Australia.
9. Interact with people and cultures other than their own and be equipped to contribute to the global community.
10. Participate in creative activity on their own and understand and engage with the artistic, cultural and intellectual work of others.
11. Value and implement practices that promote personal growth and well being.
12. Are self-motivated and confident in their approach to learning and be able to work individually and collaboratively.
13. Recognise that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly.

We develop students understanding of the 3 R's:

**Respect**

Acceptance of **Responsibility**

**R**esilience

**Collaborative partnerships between parents, staff and Executive Team help support your child in having a happy, stable, rich learning experience at Yokine Primary School.**

## **BUSINESS PLAN 2015—2017**

The Yokine Primary School Business Plan sets out the school's targets in the Australian Curriculum and Non Australian Curriculum areas. The plan was developed by the School Board to set down the school's vision and plans for improvement. The School Board and the School are developing the next phase of the Business Plan which will be linked to School Review recommendations and commendations. A copy of the Business Plan is provided to all parents and is available on the school website.

## **THE SCHOOL OPERATIONAL PLAN**

Operational Plans are developed each year by school staff, and endorsed by the School Board, to meet identified targets for a semester or whole year. The plans support the Business Plan.

## **SCHOOL BOARD**

A School Board is made up of 3 staff representatives, five parent representatives, a community Member and the Principal.

The Board meets each term to:

- support the development and review of the School Business Plan.
- approve operational plans developed to achieve school targets.
- review progress across the school program.
- assist in the development and review of school policies.

One parent member of the Board is a member of the P & C and elected to office at the Annual General Meeting.

## **PARENTS & CITIZENS ASSOCIATION**

The Yokine Primary School Parents & Citizens Association (P & C) is a very active body of parents and community members who work together with the Principal and Staff of the school to provide the best school environment possible for our children. For example, the P & C runs the very busy canteen, provides school uniforms and also gives new parents the opportunity to meet other board committee parents.

The P & C runs a number of fundraising activities each year and over the last few years has purchased items such as play equipment, library books and other materials to support the school programme. There is a close working relationship between the P & C and the school staff to ensure that the activities of the P & C are consistent with the direction of the school education programme. The P & C meets each term at General Meetings. Parents are advised of meeting dates via the school newsletter.

## **CANTEEN**

Our canteen is organised and run by the P & C Association and operates five days per week.

The Canteen Menu is consistent with the Department of Education and Training Healthy Choices Policy. A price list is available from the school office.

Lunch orders have to be in to the classroom by 9 a.m. with name, room number and order on bag (money in bag) and lunches are sent to the rooms before lunch period.

## SCHOOL DRESS CODE/UNIFORMS

The Uniform Shop is located near Room 6 and open Thursday afternoons from 2:45pm and Friday mornings from 8.15am. Pre-season ordering of uniforms is also available through the school, organised by members of the P & C Association. Information and order forms are sent home via the children at the appropriate times. Parents are asked to ensure that all clothing is clearly marked with the child's name. The following is the school dress for Yokine Primary School. Wearing the uniform is part of the school's Dress Code for children from Pre Primary to Year 7.

**GIRLS:** Royal Blue collar type T-shirt with Navy/White trim and school logo.

Navy Blue shorts/skort.  
Navy Blue cargo pants.  
Navy Blue leggings (to be worn under skorts)  
Royal Blue jacket with school logo.  
Royal Blue cap with school logo or Navy bucket hat.

**BOYS:** Royal Blue collar type T-shirt with Navy/White trim and school logo.

Navy Blue shorts  
Navy Blue cargo pants.  
Royal Blue jacket with school logo  
Royal Blue cap with school logo or Navy Blue bucket hat.

## FOOTWEAR AND ACCESSORIES

The school policy is to encourage suitable footwear. Sandals, shoes and socks, and joggers are acceptable. Other types of footwear can be dangerous and are not appropriate for school activities.

Hair must be tied back (for girls and boys) if at shoulder length. Hair ties and head bands are to be of school colours (blue) and of a plain nature.

Jewellery other than for religious purposes is not to be worn to school. Earrings are to be kept to small studs or sleepers.

Nail polish and makeup are not to be worn to school. Students will be requested to remove them at school.

## HATS

Yokine PS follows the Sun Smart guidelines. We have a '**no hat –no play**' policy and students have to wear approved school hats during **ALL** school terms.

### SCHOOL RULES

**Students will:**

1. Behave in a sensible, responsible and safe manner
2. Respect the property of the school and others
3. Treat others with care, consideration and respect
4. Keep our school environment neat and tidy

## SCHOOL ORGANISATION

School Commences	8:50am
Morning Recess	10:50-11:10am
Lunch	1:10pm-1:53pm
School Closes	3:10pm
Early Close (Tuesdays)	2:40pm

## STUDENTS ARRIVING AT SCHOOL

It is highly recommended that students do not arrive at school before 8.30 as full supervision may not be possible due to staff morning meetings. If students arrive before 8.30 they are to sit on the benches closest to the office, Room 10 and the staff room where they may be supervised.

The intent of the policy is to discourage students from arriving at school before 8.30am.

We request your cooperation and support. Duty of care is a vexed issue for schools. We wish to reduce risk for students and unnecessary supervisory responsibilities for teachers.

## BEFORE AND AFTER SCHOOL CARE

The Yokine Before and After School Care Centre is located in the school hall and caters for children from Yokine Primary and surrounding schools. Before School Care is open from 6:30am, After School Care is open until 6:00pm and is run by the co-ordinator Jeanne of Kosy Kids. (Telephone: 9444 6880 or 9375 8789 or 0410 317 811). This out of school care provides a safe, stimulating & quality care for primary school aged children.

## STAFF MEETINGS

Staff meetings are held after school hours on Tuesday. School closes at 2.40 every Tuesday.

## ASSEMBLIES

Assemblies are held on alternate Fridays with nominated classes hosting in turn. Details of assembly dates will be advised through newsletters and on the school's internal website.

## NEWSLETTERS

Newsletters are published each fortnight on Wednesdays onto our school website – [www.yokineps.wa.edu.au](http://www.yokineps.wa.edu.au). Families that advise the school of their email address will be sent a newsletter by email. Newsletters inform parents of school functions and activities, school regulations and new procedures.

## KINDERGARTEN

The School has a Kindergarten Centre, which enrolls children who turn four years of age on or before the 30<sup>th</sup> June in the year. Children are grouped into classes of a maximum of twenty children who attend 5 full day sessions in a fortnight. Enrolment of children for Kindergarten takes place in two stages.

1. It is essential that parents register their interest in enrolling their child. This registration is usually due by the last Friday in July (2016) for children wishing to enter Kindergarten in 2017. Preference for enrolment is given to children who live within the boundaries of Yokine Primary School. Children living outside the Yokine school boundaries may also apply for admission. The form for this application is available from the school office.
2. In Third Term offers of admission are mailed to parents. Those accepting this offer must present the child's birth certificate, immunisation record, proof of address, court orders (if applicable) and any other relevant information (visa information) by the closing date (unless these have already been presented with the initial application) indicated in the letter offering enrolment.

## STUDENT REPORTS

Written reports on student's progress are made to parents at the end of each Semester. Assessment of children's work is carried out throughout the year and utilizes a range of assessment forms. Tests form one part of the total assessment programme. Parent-teacher interviews to discuss children's progress are offered to parents in conjunction with the Semester 1 report and as requested by the teacher or parents.

## PARENT/TEACHER INTERVIEWS

Parents are encouraged to visit the school to discuss with the class teacher any problems or concerns they may have regarding their child. Parents will appreciate that unscheduled visits by parents to talk to staff before daily lessons can hinder preparation by teachers. To help provide the best learning conditions for all children please organise an appointment for an interview. Follow up interviews may be arranged with the School Leadership Team (Principal, Associate Principal) if deemed necessary by teacher and/or parents.

## PHYSICAL EDUCATION

All students undertake physical fitness on a regular basis. It is important that all children be suitably attired and the school uniform is ideal. If a child cannot participate then written advice must be sent. General and games skills are taught throughout the school.

## IN-TERM SWIMMING

Each year children in Pre Primary –Year 6 are offered ten lessons held during term time. Lessons are held in heated pools.

## FACTIONS

Children are placed in Factions on enrolment and remain in the same Faction for the rest of their years at Yokine Primary School. The Factions for Yokine Primary are: Red, Blue, Gold and Green.

## ACCIDENTS

If your child is injured or becomes ill, all care and attention will be given and you will be contacted. Minor injuries or illness during the day are attended to at school and children then return to their class. In an extreme emergency, the school will seek outside medical assistance. **If you have a change of address or telephone number it is important to inform the school.**

## ENROLMENT

Enrolment forms are legal documents, which are completed when a child is enrolled. Families living in the school intake area are entitled to enrol their children at this school. **Proof of residence** must be presented at enrolment along with a copy of their Birth Certificate and Immunisation Certificate. Please ensure that the school is kept informed of any change of telephone number, address or emergency number. **Enrolment at Yokine Primary means that parents accept the conditions of the School's Dress Code.**

## TRANSFERRING TO ANOTHER SCHOOL

Parents are to notify the school when children are likely to transfer, so that the Department of Education obligations are met. Students take with them all their personal belongings, and if transferring interstate or overseas, their school records and reports. Please ensure that any resources belonging to the school are returned to the school before your departure.

## **VOLUNTARY CONTRIBUTIONS**

The annual voluntary contributions are currently set at \$60.00 per student for the school. These contributions are essential in order to enrich the learning opportunities available to the children in the school. Money collected is necessary to supplement school expenditure in many areas including sporting equipment, classroom resource materials and library materials.

### **Additional Voluntary Request**

#### **Yokine PS Digital Technology Fund:**

This fund was established and sanctioned by the School Board in 2012 to allow parents and community members to make a donation to support the school in developing our digital technology program K to Year 6 to ensure our students are supported in developing their skills and 21<sup>st</sup> century learning. In 2013 and 2014, the school purchased 2 banks of Tablets used generally for the junior years and 1 bank of Laptops used in the middle to upper years. In 2015 we purchased 16 Laptops and 15 Tablets which are used in Kindergarten to Year 6 Learning Programs.

#### **Yokine PS Play Grounds Improvement Fund:**

This was established and sanctioned by the School Board in 2014 to support the growing need of developing our grounds, playgrounds and to bring us in line with current educational learning for the junior years (K- 2) and within the Mandated National Quality Standards for Early childhood Education and Care. <https://www.education.gov.au/national-quality-framework-early-childhood-education-and-care>

The School Board has included the option for parents to make an additional voluntary contribution to these funds by paying \$10, \$20, \$50 or any other amount.

These payments can be made at the commencement of the school year through Campion when ordering students requirements, to the front office by cash or cheque or online:

Commonwealth Bank, Osborne Park Branch

BSB: 066 127

Account Number: 00900206

Name: Yokine School Fund

## **EXCURSIONS AND INCURSIONS**

Where a student elects to, or participates in optional components, charges are compulsory. Students will only incur costs when they are involved in a particular activity. You will be asked to make payment for each activity as it approaches. Payment is generally made through the class teacher not the school office.

An upfront payment of \$100 can also be made in advance at the commencement of the school year. As you give permission for your child to attend an activity you can also indicate for payment to be deducted from this upfront payment. Statements are sent home regularly or you can call or email for a balance update.

## LIBRARY/RESOURCE CENTRE

The fiction and non-fiction resources in the library and the Teachers' Resource Centre material have been transferred to the automated system. Assistance by parents is greatly appreciated. If you would like to help in the library, please contact Ms Julia Crowweller.

- (a) Each class has a regular weekly period for book exchange, plus an additional period each week for research and information skills when required.
- (b) Children may borrow two books at a time. Senior grades may negotiate larger loans with the library staff on an individual basis. The loan period for all grades is one week. From Year 3 children borrow Literacy Pro books also.
- (c) Bulk loans are issued to individual classes at the beginning of each term.

## MUSICAL INSTRUMENTS (School of Instrumental Music)

Selected senior students are assessed and if successful offered the opportunity to learn a musical instrument. Specialist teachers come to the school to teach the flute and clarinet to the selected students.

## LOST PROPERTY

All lost clothing, shoes, bags, etc. are put in a box in the Photocopy Room. The lost property box is not locked away and is therefore available for parents and children to search for articles of lost property between 8.30 a.m. and 3.30 p.m. Smaller or valuable items such as watches, jewellery are kept at the School Office. Parents are requested to **CLEARLY LABEL** all items of clothing. Please check the lost property box for misplaced items.

## MONEY AND VALUABLES

Children must not leave money or valuables in their bags and desks. Money should be handed to class teachers for safe keeping. Children should not bring toys, trading cards or valuables to school as we cannot take responsibility for loss or damage.

## STUDENT REQUIREMENTS

In W.A, Government funds provide most resources used by children. However, personal items of stationery remain the responsibility of parents. Class requirement lists will be distributed at the end of each year for the following year.

**Kindly ensure that all items clearly show the owner's name.**

## ABSENCES

The Department of Education Western Australia Regulations require written advice for **ALL ABSENCES**. Parents are asked to send such advice for each absence once the child resumes school. If a student is late then the parent must inform the office who will supply the parent/student with a Late Slip. The Late Slip must be presented to the child's class teacher. Parents of children leaving the school at any time during the day for appointments or any other reason need to collect a release note from the front office to hand to the teacher prior to leaving and sign the child both out and in (if returning).

## SCHOOL PREMISES/VANDALISM

Children should only be on the school grounds out of school hours if they are under the direct supervision of a teacher or another adult who has been given approval to be on school property.

## SCHOOL WATCH

The assistance of parents is requested in helping to stop vandalism and theft at the school. If during outside school hours you see any suspicious behaviour in or around the school, please contact one of the numbers listed below.

**Police Communication: 9222 1555; Education Security: 9264 4771 or 9264 4632**

## DENTAL THERAPY CENTRE

Yokine Primary school is serviced by the Dental Therapy Centre at Tuart Hill Primary School, Lawley Street, Tuart Hill. Telephone: 9344 1585.

## PARKING

Parking on the school grounds is very restricted. To ensure easy flow of traffic, please strictly adhere to the road markings, signs and our Roadwise Policy. The '**Kiss and Drop**' is **not to be used for parking**. This area is for parents to drive in and immediately collect their children, it is **not** designed for parents to park in this zoned area.

## STUDENT SERVICES

Good health is vital to school progress. A team of qualified professionals supports children's health needs. This includes:

1. A registered nurse attached to the Health Department making periodic visits to the school to conduct health checks.
2. A school psychologist provides a range of services to children, parents and teachers. Parents should contact the school office to refer their child to the psychologist. Parental approval is required for all referrals.
3. Parents may enrol children at the Dental Clinic at Tuart Hill Primary School, where free dental checks are provided. Some free treatment is available. Enrolment forms are forwarded to parents on the child's admission to school. Appointment times are sent home through the children. Transport is the parent's responsibility. In an emergency the clinic may be contacted for advice on 9344 1585.

Yokine Primary School is a NUT AWARE SCHOOL

Please be aware that some of our students have a SEVERE allergic reaction to peanuts / nuts and peanut / nut products. It would be appreciated if you could ensure that food brought to school for playtime and lunch does not contain any peanuts or peanut / nut products.

## HEALTH

It is possible that at some time during your child's career he/she will contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases, as the danger of spreading the infection is prominent not only whilst the child is suffering from early symptoms, but they can still retain infection in their person or clothing after symptoms fade.

For some conditions Exclusion Period details are provided by the Health Department. They are set out below:

**Chicken Pox** - Exclude from school. Where no medical certificate of recovery is available, re-admit (7) days from the appearance of the red watery blisters, **IF WELL**. Contacts need not be excluded.

**Measles** - Exclude from school. Where no medical certificate of recovery is available, re-admit (14) days from the appearance of spots, **IF WELL**. However, child may return after (10) days with a medical certificate. All children who do not have proof of immunisation are excluded from school until immunised or until a Doctor has cleared the last child infected.

**Ringworm** - Exclude from school until all evidence of the disease has disappeared or until a medical certificate is produced stating that lesions are inactive. Contacts need not be excluded. Ointment is available from all chemists.

**Rubella (German Measles)** - Exclude from school and where no medical certificate of recovery, re-admit on subsidence of the sore throat and rash. Contacts need not be excluded.

**Whooping Cough** - Exclude from school and where no medical certificate of recovery, exclude for four (4) weeks from onset of whoop. Child may return earlier if the whoop has ceased and a medical certificate of recovery is produced.

**Head Lice (Pediculosis)** - The Health Department recommends that long hair should be tied back to help combat head lice. Children should be excluded from school until effective treatment has been given and all nits removed from the hair. Contacts should also be treated as a precautionary measure, as should all sheets, pillows etc.

***PARENTS MUST CHECK THEIR CHILDREN REGULARLY.***

**Hepatitis** - Transmitted through contact with infected persons. Incubation period around thirty (30) days. Exclude from school, re-admit only with a medical certificate of recovery. Contacts need not be excluded.

**Conjunctivitis** - Discharging inflamed eyes. **Must be excluded from school** until discharge is cleared.

**Herpes (Cold Sores)** - On or around mouth or face. **Exclude from school** and only re-admit after they are healed.

### **Sudden Sickness or Accident**

Minor injuries during the day are normally attended to at school. In cases of illness and in more serious emergencies every endeavour is made to contact a parent to arrange for the child to be collected from school. **In extreme emergencies the child may be taken directly to a Doctor or Hospital before parents can be notified.**

## MEDICATION POLICY

### RATIONALE

The Department of Education & Training has provided to schools Policy and Procedures in relation to Administration of Medication. A brief description is outlined below and a copy is available at the office for parents to peruse.

### PROCEDURE

- ◆ Where there is agreement between staff and parents and instruction by a Medical practitioner, prescribed medication can be administered by school staff on completion of the appropriate Education Department medical forms. School staff is not expected to administer prescribed medication or treatments which require specialist training such as giving injections. Parents are to advise the school if their child requires the use of an inhaler (puffer). The child will be able to self-administer provided relevant information is given to the class teacher.
- ◆ Documentation of all administration of medication action plans and agreements to perform the necessary functions (e.g. listing times, doses, dates of medications, outcomes) is required. These functions must be carried out and recorded on **FORM 12 - RECORD OF HEALTH CARE SUPPORT/ADMINISTRATION OF MEDICATION** whenever school staff undertakes to assist in the administration of medication to students. The students should administer their own medication where capable of doing so and have authorisation for the taking of medication. The student may be supervised/assisted by school staff in administering their medication where there is an agreement to do so.

**Where possible it is requested that parents/guardians ask their doctor to stagger the doses around the school day.**

- ◆ Parents should complete a medication record form and notify the Principal or Deputy Principal of all relevant details of medication to be administered during school hours.
- ◆ It is the parents'/guardians' responsibility to provide the school with adequate information regarding the details of the child's medical condition which may require specific action and/or treatment under emergency conditions (i.e. arising from asthma, diabetes and serious allergic reaction) by completing the appropriate forms  
**FORM 1 – STUDENT HEALTH CARE SUMMARY – REVISED and the relevant Medical forms (2 – 8) to suit the medical need i.e. Allergies, Diabetes, Asthma etc.**  
An emergency action plan will then be developed, if necessary, between the school, parents, family doctor and school nurse, if applicable. Students should not bring bulk supplies of any drug to school. Medication which is not labelled correctly will not be accepted for use. It is the parents'/guardians' responsibility to ensure that medication is clearly labelled, is not out of date and is provided in sufficient quantities for the child's needs.
- ◆ Parents are to advise the school if their child requires the use of an inhaler (puffer). The child will be able to self-administer provided relevant information is given to the class teacher.

**Clarification, more information or additional forms are available from the office.**

## MEDICATION SUMMARY

Teachers must not administer medication without the proper authorisation. Formal documentation must be obtained from the parent/guardian and doctor as appropriate.

<b>SHORT TERM SELF ADMINISTERED</b>	<b>LONG TERM SELF ADMINISTERED</b>	<b>STAFF SUPERVISED/ADMINISTERED</b>
E.g. Antibiotics Dental Treatment Period pain relief	E.g. Asthma puffer	
<b>FORMS USED</b>	<b>FORMS REQUIRED</b>	<b>FORMS REQUIRED</b>
Use "Student Medication Request/Record" form	"Student Medication Request/Record" form	"Student Medication Request/Record" form. "Medication Instruction from Prescribing Doctor" form.
<b>STORAGE</b>	<b>STORAGE</b>	<b>STORAGE</b>
Student possession (small amounts) or First Aid Room	Student possession (small amounts) or First Aid Room	Principal's office or refrigerator (Fridge items class teacher responsibility).
<b>SCHOOL RECORDING</b>	<b>SCHOOL RECORDING</b>	<b>SCHOOL RECORDING</b>
Keep for 1 year.	Keep all forms until the pupil is 25.	Name of child, time, date, drug, quantity administered. Keep all forms until the pupil is 25.

## NON PRESCRIPTION DRUGS

School staff must not administer analgesics such as paracetamol to students without written instruction from the student's parent or guardian or medical practitioner.