

18 December 2018

Dear Parents

### **Management of Medical Conditions at School in 2019**

In order to provide your families with the best care we can, we would like to ask for your assistance with a few housekeeping matters before the commencement of the 2019 school year.

You will find accompanying this letter a Student Medical Information and Consent form. This form is designed to collect different information from the online information that is submitted via School Stream and Care Monkey. You would have completed a medical form when your child enrolled at school. If any details have changed or if you are unsure would you please update and return a new copy. Please note in particular the bottom of the second page where carers are asked to consent to various medications being given at school. If you are comfortable with your child being given some types of medication at school please sign next to the medications that you are happy to authorise. Please note that your authorisation will not be used to override the normal guidelines, dosages and age restrictions associated with these medications. Allowing us to give your child some simple medications often means that we are able to address minor ailments here at school allowing both your child and yourself to go about the day without interruption.

Students who suffer from Asthma, Anaphylaxis, Diabetes, Epilepsy, Cardiac Illness or any other serious condition are required to supply a management plan from their family doctor or specialist. This plan should be updated each year and should include details such as the nature of the condition and action to be taken should a problem arise. There are blank copies of some management plans attached to this email for you to use if you wish.

Parents of students requiring medication at school are asked to bring it to the Junior or Middle School office or for Senior Students and boarders, the Health Centre for safe keeping. Students are not permitted to have non-life saving medication in their bags, lockers or boarding house rooms. Students requiring lifesaving medication such as insulin, EpiPens or Asthma inhalers should keep these on their person or for Junior School students with the teacher at all times. If for some reason the EpiPen is not on the student's person (for example when traveling on a school bus) the EpiPen should be in the front pocket of the students' school bag. As the Health Centre is available to supply items such as Panadol for headaches, we ask that over the counter medications be left at home and sourced via the College Health Centre or Junior/ Middle School office if needed during the school day.

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#### **Scots Campus**

Pre-K, Boarding (Years 5–12),  
Senior School (Years 9–12)  
4173 O'Connell Road  
BATHURST NSW 2795

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#### **All Saints Campus**

Pre-K, Junior School (Years K–4),  
Middle School (Years 5–8)  
70 Eglinton Road  
BATHURST NSW 2795

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#### **Lithgow Campus**

Pre-K–Year 6  
1 Col Drewe Drive  
LITHGOW NSW 2790

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Telephone: 02 6331 3911  
Email: [info@scotsallsaints.nsw.edu.au](mailto:info@scotsallsaints.nsw.edu.au)  
Web: [scotsallsaints.nsw.edu.au](http://scotsallsaints.nsw.edu.au)

ABN – 19 959 277 996

Boarding families who require their son or daughter to be medicated during term time are asked to come and see the nurse when they bring their child back to school and then provide prescriptions for the school pharmacist. Boarders' medications should move directly between parents and staff whenever possible. If this is not possible, please phone the Health Centre or the Head of Boarding to make alternative arrangements.

Health Centre staff are mindful that many carers have very busy schedules and will assist with managing students who become unwell at school whenever possible. It is however important that carers understand that NSW Health stipulates that there are some illnesses that cannot be managed at school or within the boarding houses. Should a student within the College display symptoms of one of these illnesses, we are required to isolate the child and parents or guardians will need to make arrangements to collect the child from the College and to care for them until the full exclusion period has been observed. Whilst this can sometimes present difficulties, if everyone adheres to this policy we will be able to reduce the spread of illness and minimise the stress of having sick children for everyone. If your child becomes sick upon arriving home from school please let us know so that we can arrange for cleaning to prevent the spread to others. Details of the illnesses and exclusion periods are listed in the NSW health document accompanying this letter.

On a final note, if your child suffers an injury at school or whilst participating in a school related activity please contact the Health Centre. This will enable us to assist you and your child in any way we can but will also enable us to complete any paperwork that might be required. In the event of a head injury, we will help you to work through our return to school/sport protocol to ensure that this is done safely and without increasing the risk to your child.

Above all, please know that if you have any questions or concerns, we are here to help.

Felicity Brown RN

**Senior Nurse**  
Scots All Saints College, Bathurst