

ASTHMA POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school administration office on (03) 5782 1268 or via kilmore.ps@education.vic.gov.au

PURPOSE

To ensure that Kilmore Primary School appropriately supports students diagnosed with asthma.

OBJECTIVE

To explain to Kilmore Primary School parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma.

SCOPE

This policy applies to:

- All staff, including casual relief staff, contractors and volunteers
- All students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

POLICY

Asthma

Asthma is a long term lung condition. People with asthma have sensitive airways in their lungs which react to triggers, causing a 'flare-up'. In a flare-up, the muscles around the airway squeeze tight, the airways swell and become narrow and there is more mucus. This makes it hard to breathe. An asthma flare-up can come on slowly (over hours, days or even weeks) or very quickly (over minutes). A sudden or severe asthma flare-up is sometimes called an asthma attack.

Symptoms

Symptoms of asthma can vary over time and often vary from person to person. The most common asthma symptoms are:

- Breathlessness
- Wheezing (a whistling noise from the chest)
- Tight feeling in the chest
- Persistent cough



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

Symptoms often occur at night, early in the morning or during/just after physical activity. If asthma is well controlled, a person should only have occasional asthma symptoms.

Triggers

A trigger is something that sets off or starts asthma symptoms. Everyone with asthma has different triggers. For most people with asthma, triggers are only a problem when asthma is not well controlled with medication. Common asthma triggers include:

- Exercise
- Smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- House dust mites
- Pollens
- Chemicals such as household cleaning products
- Food chemicals/additives
- Laughter or emotions, such as stress
- Colds/flu
- Weather changes such as thunderstorms and cold, dry air
- Moulds
- Animals such as cats and dogs
- Deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)
- Certain medications (including aspirin and anti-inflammatories)

Asthma management

If a student diagnosed with asthma enrolls at Kilmore Primary School:

1. Parents/carers must provide the school with an [Asthma Action Plan](#) which has been completed by the student's medical practitioner. The plan must outline:
 - The prescribed medication taken by the student and when it is to be administered, for example as a pre-medication to exercise or on a regular basis
 - Emergency contact details
 - The contact details of the student's medical practitioner
 - The student's known triggers
 - The emergency procedures to be taken in the event of an asthma flare-up or attack.
2. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan.
3. Parents/carers must also provide a [KPS Medication Authority Form](#) (See Appendix 1)
4. Kilmore Primary School will keep all Asthma Action Plans:
 - In the sick bay administration office stored with medication



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

- With extra copies in the classrooms of asthmatic students
 - With additional first aid asthma posters in the staffroom, classrooms and general use areas (stadium, canteen, etc)
5. School staff may also work with parents/carers to develop a Student Health Support Plan (See Appendix 2) which will include details on:
- How the school will provide support for the student
 - Identify specific strategies
 - Allocate staff to assist the student

Any Student Health Support Plan will be developed in accordance with Kilmore Primary School's Health care Needs Policy.

6. If a student diagnosed with asthma is going to attend a school camp or excursion, Kilmore Primary School parents/carers are required to provide any updated medical information.
7. If a student's asthma condition or treatment requirements change, parents/carers must notify the school and provide an updated Asthma Action Plan.
8. School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) once a year.

Student asthma kit

All students diagnosed with asthma are required to have a student asthma kit at school which contains:

- Their own prescribed reliever medication labelled with the student's name
- Their spacer (if they use one)

Student asthma kits will be stored in the sick bay.

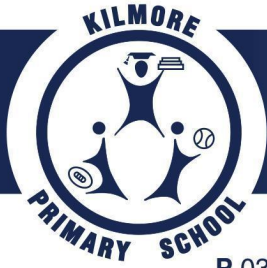
Asthma emergency response plan

If a student is:

- Having an asthma attack
- Difficulty breathing for an unknown cause, even if they are not known to have asthma

School staff will endeavour to follow the Asthma First Aid procedures outlined in the table below. School staff may contact Triple Zero "000" at any time.

Step	Action
1.	Sit the person upright <ul style="list-style-type: none">• Be calm and reassuring• Do not leave them alone



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
 P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

	<ul style="list-style-type: none"> ● Seek assistance from another staff member or reliable student to locate the student's reliever, the Asthma Emergency Kit and the student's Asthma Action Plan (if available). ● If the student's action plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5.
2.	<p>Give 4 separate puffs of blue or blue/grey reliever puffer:</p> <ul style="list-style-type: none"> ● Shake the puffer ● Use a spacer if you have one ● Put 1 puff into the spacer ● Take 4 breaths from the spacer <p>Remember – Shake, 1 puff, 4 breaths</p>
3.	<p>Wait 4 minutes</p> <ul style="list-style-type: none"> ● If there is no improvement, give 4 more separate puffs of blue/grey reliever as above <p>(or give 1 more dose of Bricanyl or Symbiocort inhaler)</p>
4.	<p>If there is still no improvement, call Triple Zero "000" and ask for an ambulance.</p> <ul style="list-style-type: none"> ● Tell the operator the student is having an asthma attack ● Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives <p>(or 1 dose of Bricanyl or Symbicort every 4 minutes – up to 3 doses of Symbicort)</p>
5.	<p>If asthma is relieved after administering Asthma First Aid, stop the treatment and observe the student. Notify the student's emergency contact person and record the incident</p>

Staff will call Triple Zero "000" immediately if:

- the person is not breathing
- if the person's asthma suddenly becomes worse or is not improving
- if the person is having an asthma attack and a reliever is not available
- if they are not sure if it is asthma
- if the person is known to have anaphylaxis



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
 P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

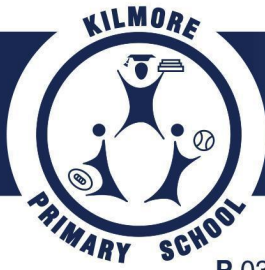
Training for staff

Kilmore Primary School will arrange the following asthma management training for staff:

Staff	Completed by	Course	Provider	Cost	Valid for
Group 1 General Staff	School staff with a direct teaching role with students affected by asthma or other school staff directed by the Principal after conducting a risk assessment.	Asthma first aid management for education staff (non-accredited) One hour online training.	Asthma Australia	Free to all schools	3 years
Group 2 Specific Staff	Staff working with high risk children with a history of severe asthma, or with direct student wellbeing responsibility, (including nurses, PE/sport teachers, first aid and school staff attending camp)	<i>Course in Asthma Awareness 10760NAT</i> <i>OR</i> <i>Course in the management of Asthma Risks and Emergencies in the Workplace 22556VIC</i> (accredited)	Any RTO that has this course in their scope of practice	Paid by Kilmore Primary School	3 years

Kilmore Primary School will also conduct an annual briefing for staff on:

- The procedures outlined in this policy
- The causes, symptoms and treatment of asthma
- Identities of the students diagnosed with asthma
- How to use a puffer and spacer
- The location of:
 - The Asthma Emergency Kits
 - Asthma medication which has been provided by parents for student use.



Kilmore Primary School will also provide this policy to casual relief staff and volunteers who will be working with students, and may also provide a briefing if the Principal decides it is necessary depending on the nature of the work being performed.

Asthma Emergency Kit

Kilmore Primary School will provide and maintain at least two Asthma Emergency Kits. Both kits will be kept on school premises in the KPS Emergency Kit, in the storeroom behind the administration office. One kit will stay in the KPS Emergency Kit. The other one will be a mobile kit for activities such as:

- Camps and excursions.

Kilmore Primary School will have an additional kit for every 300 students.

The Asthma Emergency Kit will contain:

- At least 1 blue or blue/grey reliever medication such as Airomir, Admol or Ventolin
- At least 2 spacer devices (for single person use only) to assist with effective inhalation of the blue or blue/grey reliever medication (Kilmore Primary School will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.
- Clear written instructions on Asthma First Aid, including:
 - How to use the medication and spacer devices
 - Steps to be taken in treating an asthma attack
- A record sheet/log for recording the details of an asthma first aid incident, such as the number of puffs administered. See *Medication Administration Log* (See Appendix 3)

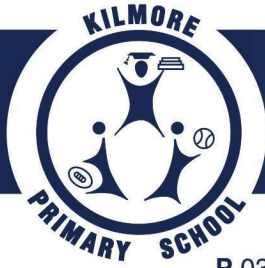
The Assistant Principal (Positive Climate for Learning), with support from the first aid Education Support Staff, will monitor and maintain the Asthma Emergency Kits. They will:

- Ensure all contents are maintained and replaced where necessary
- Regularly check the expiry date on the canisters of the blue or blue/grey reliever puffers and place them if they have expired or a low on doses
- Replace spacers in the Kits after each use (spacers are single-person use only)
- Dispose of any previously used spaces.

The blue or blue/grey reliever medication in the Asthma Emergency Kits may be used by more than one student as long as they are used with a spacer. If the devices come into contact with someone's mouth, they will not be used again and will be replaced.

After each use of a blue or blue/grey reliever (with a spacer):

- Remove the metal canister from the puffer (do not wash the canister)
- Wash the plastic casing



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

- Rinse the mouthpiece through the top and bottom under running water for at least 30 seconds
- Wash the mouthpiece cover
- Air dry then reassemble
- Test the puffer to make sure no water remains in it, then return to the Asthma Emergency Kit.

Management of confidential medical information

Confidential medical information provided to Kilmore Primary School to support a student diagnosed with asthma will be:

- Recorded on the student's file (including medical flags on Compass the student management systems)
- Shared with all relevant staff so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

Communication plan

This policy will be available on Kilmore Primary School's website so that parents and other members of the school community can easily access information about Kilmore Primary School's asthma management procedures.

Epidemic Thunderstorm Asthma

Kilmore Primary School will be prepared to act on the warnings and advice from the Department of Education and Training when the risk of epidemic thunderstorm asthma is forecast as high.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Available publicly on our school's website
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

FURTHER INFORMATION AND RESOURCES

The following [School Policies](#) are also relevant to this policy:

- *KPS Administration of Medication Policy*
- *KPS Anaphylaxis Policy*
- *KPS Duty of Care Policy*
- *KPS First Aid Policy*
- *KPS Student Health Care Needs Policy*

The following Department of Education and Training policies and Policy and Advisory Library (PAL) are relevant to this policy

- The Department's Policy and Advisory Library (PAL):
[Asthma](#)
[Treating an asthma attack](#)

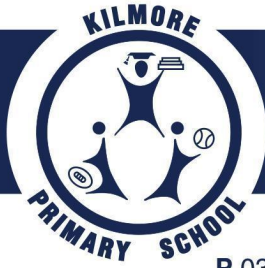
Other relevant resources:

- Asthma Australia:
 - <https://asthma.org.au/what-we-do/how-we-can-help/resources/>

The Principal is responsible for reviewing and approving this policy every year.

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2022
Approved by	Principal
Next scheduled review date	December 2023



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

APPENDIX 1: MEDICATION AUTHORITY FORM - SEE ALSO [RESOURCES](#) SECTION OF THE [SCHOOL POLICY WEBPAGE](#)

MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCI Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Student Details

Name of school: Kilmore Primary School

Review date for this form: _____

Name of student: _____

Date of Birth: _____

MedicAlert Number (if relevant): _____

Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No: student self-managing <input type="checkbox"/> Yes: <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No: student self-managing <input type="checkbox"/> Yes: <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No: student self-managing <input type="checkbox"/> Yes: <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
--	--	--	--	--	--

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Monitoring effects of medication

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____

Signature: _____ Date: _____

Name of medical/health practitioner: _____

Professional role: _____

Signature: _____ Date: _____ Contact details: _____



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
 P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

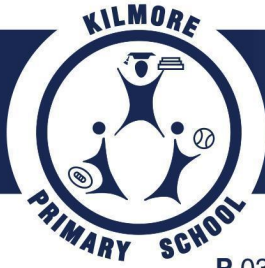
APPENDIX 2: STUDENT HEALTH SUPPORT PLAN - SEE ALSO RESOURCES SECTION OF THE SCHOOL POLICY WEBPAGE

STUDENT HEALTH SUPPORT PLAN - Cover Sheet

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan – see www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx)

This Plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.

School:		Phone:	
Student's name:		Date of birth:	
Year level:		Proposed date for review of this plan:	
Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer not available)	
Name:	Name:	Name:	
Relationship:	Relationship:	Relationship:	
Home phone:	Home phone:	Home phone:	
Work phone:	Work phone:	Work phone:	
Mobile:	Mobile:	Mobile:	
Address:	Address:	Address:	
Medical /Health practitioner contact:			
<input type="checkbox"/> General Medical Advice Form - for a student with a health condition <input type="checkbox"/> School Asthma Action Plan <input type="checkbox"/> Condition Specific Medical Advice Form – Cystic Fibrosis <input type="checkbox"/> Condition Specific Medical Advice Form – Acquired Brain Injury <input type="checkbox"/> Condition Specific Medical Advice Form – Cancer <input type="checkbox"/> Condition Specific Medical Advice Form – Diabetes	<input type="checkbox"/> Condition Specific Medical Advice Form – Epilepsy <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for transfers and positioning <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for toileting, hygiene and menstrual health management		
List who will receive copies of this Student Health Support Plan :			
1. Student's Family	2. Other: _____	3. Other: _____	
The following Student Health Support Plan has been developed with my knowledge and input			
Name of parent/carer or adult/mature minor** student: _____	Signature: _____	Date: _____	
**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach			



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
 P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

eighteen years of age. See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#)

Name of principal (or nominee): _____ Signature: _____ Date: _____

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

HOW THE SCHOOL WILL SUPPORT THE STUDENT'S HEALTH CARE NEEDS

Student's name:	
Date of birth:	Year level:
What is the health care need identified by the student's medical/health practitioner?	
Other known health conditions:	
When will the student commence attending school?	
Detail any actions and timelines to enable attendance and any interim provisions:	

Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
Overall Support	Is it necessary to provide the support during the school day?	<i>For example, some medication can be taken at home and does not need to be brought to the school.</i>	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	<i>For example, students using nebulisers can often learn to use puffers and spacers at school.</i>	



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
 P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
	Who should provide the support?	<p><i>For example, the principal should conduct a risk assessment for staff and ask:</i></p> <p><i>Does the support fit with assigned staff duties, the scope of their position, and basic first aid training (see the Department's First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/fIRSTAID.htm)</i></p> <p><i>Are additional or different staffing or training arrangements required?</i></p>	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	<p><i>For example, detail the steps taken to ensure that the support provided respects the student's dignity, privacy, comfort and safety and enhances learning.</i></p>	
First Aid	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<p><i>Discuss and agree on the individual first aid plan with the parent/carer.</i></p> <p><i>Ensure that there are sufficient staff trained in basic first aid (see the Department's First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/fIRSTAID.htm)</i></p> <p><i>Ensure that all relevant school staff are informed about the first aid response for the student.</i></p>	
	Are there additional training modules that staff could undertake to further support the student, such as staff involved with excursions and specific educational programs or activities?	<p><i>Ensure that relevant staff undertake the agreed additional training</i></p> <p><i>Ensure that there are contingency provisions in place (whilst awaiting the staff member to receive training), to facilitate the student's attendance at school.</i></p>	



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
 P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
Complex medical needs	Does the student have a complex medical care need?	<p><i>Is specific training required by relevant school staff to meet the student's complex medical care need?</i></p> <p><i>The Schoolcare Program enables students with ongoing complex medical needs to have their health care requirements met safely at school. This program is available to students who would be unable to attend school without the procedure being performed by appropriately trained staff. Following the referral process, RCH nurses will attend your school and provide specialist training to nominated school staff.</i></p> <p><i>Further information about the Schoolcare Program may be found in the Schoolcare Program Guidelines and Referral form at: www.education.vic.gov.au/school/teachers/learningneeds/Pages/programsupp.aspx</i></p>	
Personal Care	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<p><i>Detail how the school will support the student's personal care needs, for example in relation to nose blowing, washing hands, toileting care (including menstrual health management and other aspects of personal hygiene)</i></p> <p><i>Would the use of a care and learning plan for toileting or hygiene be appropriate?</i></p>	
Routine Supervision for health-related safety	Does the student require medication to be administered and/or stored at the School?	<p><i>Ensure that the parent/carer is aware of the school's policy on medication management.</i></p> <p><i>Ensure that written advice is received, ideally from the student's medical/health practitioner for appropriate storage and administration of the medication – via the Department's Medication Authority Form.</i></p> <p><i>Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.</i></p>	

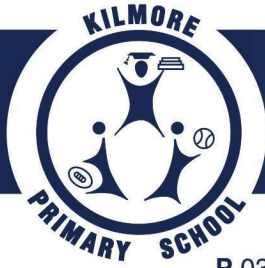


Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
 P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
	Are there any facilities issues that need to be addressed?	<p><i>Ensure the school's first aid room/sick bay and its contents provide the minimum requirements and discuss whether other requirements can be facilitated in this room to meet the student's health care needs.</i></p> <p><i>Ensure the school provides necessary reasonable adjustments to assist a student who requires a wheelchair or other technical support. Discuss requirements and possible modifications with the parent/carer/student.</i></p>	
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<p><i>Detail who the worker is, the contact staff member and how, when and where they will provide support.</i></p> <p><i>Ensure that the school provides a facility which enables the provision of the health service.</i></p>	
	Who is responsible for management of health records at the school?	<p><i>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</i></p>	
	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	<p><i>For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student's attendance (full-time, part-time or episodically).</i></p>	
Other considerations	Are there other considerations relevant for this health support plan?	<p><i>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</i></p> <p><i>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</i></p> <p><i>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</i></p> <p><i>For example, is there a need for planned support for siblings/peers?</i></p>	



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
 P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

APPENDIX 3: MEDICATION ADMINISTRATION LOG - SEE ALSO [RESOURCES](#) SECTION OF THE SCHOOL POLICY WEBPAGE

KILMORE PRIMARY SCHOOL
MEDICATION ADMINISTRATION LOG
 For students requiring medication to be administered at school

This log should be completed by the staff member administering medication to any student at the school.

Name of student: _____ Year _____

level: _____

Date	Time	Name of Medication and Dose	Tick when checked ✓				Comments	Staff member administering (print name and initial)	Staff member checking*
			Correct Child	Correct Medication	Correct Dose	Correct Route			

***Cross-checking:** It is recognised that in many school settings medication is administered using a system of two staff members checking that medication is correctly administered. This is an appropriate added safety measure and is seen as good practice.