



# St Richard's Catholic Primary School

*Living the Gospel, Learning Together, Creating our Future*

672 Mt Dandenong Road, Kilsyth 3137

[office@srkilsyth.catholic.edu.au](mailto:office@srkilsyth.catholic.edu.au)

Telephone: 9728 4378

21<sup>st</sup> January 2020

Dear Parents,

Welcome to 2020 at St. Richard's, with a special welcome to all our new students and their families. With the beginning of the school year comes an annual update of each student's medical status. This information is very important to the school as it helps us when making medical assessments of your child. Children who are sick or injured look to adults for reassurance, help and guidance to feel well again. If we have your child's medical history close at hand and the appropriate medications in our first aid cupboard, we can often provide relief quickly and with a minimum of fuss.

Attached you will find the following forms for your child/ren: A Medical Report, Medication Request and where applicable an Asthma and/or Anaphylaxis form.

## **Medical Report**

One of the significant responsibilities that the school has pertains to our communication of excursions, activities and programs that your child/ren will be involved in and our duty of care towards him/her when he/she is on such activities. Please fill out a form for **each child** in your family giving as much detail as possible.

If your child does not suffer with an allergy or illness and you feel you have nothing to report, simply tick the box "nil known", then name, sign and date the form and return it to the school office as soon as possible.

## **Medication Request**

Medication **cannot** be given without your written permission. If your child requires medication at school, please fill out the details on the request form and provide the medication in its original packaging to the school office. All medications are stored in a locked cupboard in the sick bay and will be administered to your child at the time you request.

(If you don't need this form at this time, please keep it in a safe place for future use.)

## **Asthma Register**

At St. Richard's we take our responsibility to students with asthma very seriously. Asthma is a condition that can be serious and may require emergency treatment while at school. It is important therefore, to have up to date information about the management of your child's asthma.



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Attached to this letter is an Asthma Action Plan that we request you complete (in consultation with and signed by your child's Medical Practitioner). This management form should be updated annually or whenever the student's asthma or asthma medications change significantly.

It is preferred that children requiring their asthma medication at school report to sick bay, so that staff are aware of their condition and can monitor their progress.

Please help us to responsibly care for your child/ren while at school by completing and returning the attached forms as soon as possible. If you have any queries regarding this please don't hesitate to contact the school office on (03) 9728 4378.

Kind regards,

Marcus Gill