***Instructions***

*This plan is required for any student with a known medical condition, short or long term, that:*

* *requires intervention i.e. the administration of medication or other support; and/or*
* *could lead to a medical emergency.*

*Section D may be replaced by a condition specific management plan e.g. asthma, diabetes, epilepsy and/or anaphylaxis available from relevant associations or treating medical practitioners. If a student requires a more detailed Known Medical Condition Response Plan this should be referred to the students qualified health professional to prepare.*

*This plan must be reviewed annually. Parents/carers must inform the school immediately if there are any changes to the plan.*

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| **Section A – Personal Details (please fill in clearly)** | | | | | | | | | |
| **Student’s Name** |  | | | **Date of Birth** | |  | | **Gender** | M □ F □ |
| **School** |  | | | **School Year** | |  | | | |
| **Parent/Carer Name** |  | | | **Address** | |  | | | |
| **Telephone Contact** | **Home** | | **Business** | | | | **Mobile** | | |
|  | |  | | | |  | | |
| **Emergency Contact 1** |  | | | | **Telephone** | |  | | |
| **Emergency Contact 2** |  | | | | **Telephone** | |  | | |
| **Name of Qualified Health Professional** | |  | | | **Telephone** | |  | | |

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| **Section B – Management Approach and Medication** | | |
| Student is presently taking medication during school hours? | Yes □\* | No □ |
| \*Please complete and attach a *Medication Authorisation and Administration Record* form found on the Malkara School website 🡪*Information* 🡪*Medical Information,* or contact the office for a form. |  |  |

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| **Section C – Parent/Carer Authorisation** | | | | |
| 1. I give permission for my child to:    1. be treated by school staff in accordance with this planif required;    2. be identified by section D which includes a photograph of my child and treatment information to be stored in the school’s medical emergency folders and other locations as considered appropriate. 2. As a parent/carer I will notify you immediately of any change to this plan and provide a reviewed version. 3. I understand that I am responsible for any ambulance costs outside the ACT. | | | | |
| Parent/Carer Signature |  | | Date |  |
| **Qualified Health Professional Endorsement** | | | | |
| I am aware of, and support, the health care treatment/actions outlined in Section D of this form. | | | | |
| Qualified Health Professional Name | |  | Title |  |
| Qualified Health Professional Signature | |  | Date |  |
| **School Staff Agreement** | | | | |
| I am aware of, and support, the health care treatment/actions outlined in Section D of this form. | | | | |
| Principal/Delegate Name |  | | Title |  |
| Principal/Delegate Signature |  | | Date |  |
| Relevant Staff Name/s & Title |  | | Title |  |
| Staff Signature/s |  | | Date |  |
| Relevant additional staff signatures will be found on attached sheet | | | | |

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| Section D – Known Medical Condition Response Plan | |
| You may prefer to download the relevant condition specific management plan if your child has:  * **Asthma** Management Plan - downloaded from [National Asthma Organisation Website](http://www.nationalasthma.org.au/health-professionals/asthma-action-plans) (Health professionals > Asthma action plans > Asthma action plan library) * **Anaphylaxis** Management Plan - downloaded from [Australian Society of Clinical Immunology and Allergy Website](http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis) (Health Professionals > Anaphylaxis resources) * **Diabetes** Management Plan - downloaded from [Diabetes Victoria Website](https://www.diabetesvic.org.au/Home) (How We Help > Schools & early childhood settings > Diabetes action and management plans) * **Epilepsy** Management Plan - downloaded from [Epilepsy Action Australia Website](https://www.epilepsy.org.au/node/3485) (How We Can Help > Online Tools/Recources) | |
| Student Name |  |
| List all medical conditions, medications and allergies |  |
| Medical condition this plan is for: | |
| **Detail any regular procedures that need to occur at school (including the role of support staff) i.e. supervision, giving medication, perform a task for student.** | |
| Clear signs that indicate Emergency Treatment needed: | |
| Emergency Treatment Actions | |
| Step 1: | |
| Step 2: | |
| Call ambulance when student: | |

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| The Directorate collects the information contained in this form to provide or arrange first aid and other medical treatments for students. The information collected will be held at the student’s school and will be made available to relevant school staff, including first aid officers, and to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored, used and disclosed in accordance with the requirements of the *Information Privacy Act 2014* and the *Health Records (Privacy and Access) Act 1997*. |

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| **Office Use Only** | | | | | |
| Student Central ID |  | Entered into SAS | □ | Date |  |