



## St Francis de Sales Catholic Primary School

626 Pascoe Vale Road Oak Park 3046

Tel: (03) 9306 9444 Email: [principal@sfoakpark.catholic.edu.au](mailto:principal@sfoakpark.catholic.edu.au)

ABN: 87 246 330568



# School Note

## Student Wellbeing – Student Medical Management Plans

Dear Families

St Francis de Sales Primary School's priority is the safety and well-being of all of our students. I would like to remind all families of the importance of providing the School with **Valid Student Medical Plans and Medication**.

Parents/guardians are required to inform the school of any medical diagnosis for their child. Any prescribed medications are to be received prior to the commencement of the school year.

Medication can only be administered to a child with a Medication Authorisation Form signed by the family. The medication must be clearly labelled with the child's name, required dosage, time, date and storage requirements.

It is the responsibility of every parent/guardian to provide current ASCIA Action Plans for Anaphylaxis and Allergies; Care Plans for Epilepsy and Asthma and all other medical conditions.

In accordance with our School Policy, due to the severity of some allergies, parents may be required to attend a meeting with your child's Classroom Teacher and with our Wellbeing Leader Stephanie Stedman to discuss your child's Individual Management Plan. This will ensure the School holds all valid Action Plans, Care Plans and an Individual Management Plan is in place for your child.

### Impact of the recent bushfires

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As you will be aware, over the last few months, Australia has experienced unprecedented emergency circumstances with the Bushfires across the country. Many families across Australia have been impacted.

Bushfire smoke and debris can trigger asthma symptoms, such as wheezing, breathlessness, coughing or chest tightness. People in areas not directly impacted by the bushfires, including built-up areas, are also at risk as winds can carry smoke and ash particles long distances.

Your child's health and wellbeing is our priority and to ensure we provide your child with a safe and happy environment, we ask that if your child's medical condition was affected during the holiday break due to the bushfires, it is imperative that your child's medical needs (and any corresponding documentation relating to this) is communicated to the school immediately and remains up to date, inclusive of any changes.

Learn more about the triggers by bushfires and smoke to those with asthma. Stay on top of the risks with an asthma first aid plan. <https://asthma.org.au/about-asthma/triggers/bushfires-and-smoke/>

#### SFds Behaviour Purpose Statement

At St Francis de Sales we can **bloom where we are planted** and can be the **best we can be**.

We are **Safe, Kind, Responsible** and **Proud**.

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## General Information

### Student Wellbeing – Student Medical Management Plans

### SFds Student Wellbeing Contact Details

**Stephanie Stedman** | Wellbeing, Students, Staff and Community  
[stephanie.stedman@sfoakpark.catholic.edu.au](mailto:stephanie.stedman@sfoakpark.catholic.edu.au)

### Medical Conditions

It is imperative that you contact the School immediately if your child has a Medical Condition to ensure we have in place an Individual Management Plan for your child.

### Allergies

Students with a mild or moderate allergy to a food or insect and those with a medication allergy should have an ASCIA Action Plan for Allergic Reactions (green plan).

The ASCIA Action Plan for Allergic Reactions (green plan) should not be used for conditions such as allergic rhinitis (hay fever) or eczema which are managed mainly in the home environment by parents/guardians.

An ASCIA Action Plan for Allergic Reactions (green plan) should be completed by your child's medical practitioner and a colour copy provided to the school.

The ASCIA Action Plan for Allergic Reactions (green plan) must outline your child's known mild to moderate food, insect or medication allergies and the emergency procedures to be taken in the event of an allergic reaction.

#### **Action Plan Allergy – ASCIA**

[https://www.allergy.org.au/images/stories/anaphylaxis/2020/ASCIA Action Plan Allergic Reactions Green 2020.pdf](https://www.allergy.org.au/images/stories/anaphylaxis/2020/ASCIA_Action_Plan_Allergic_Reactions_Green_2020.pdf)

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### Anaphylaxis

Parents have an important role in working with the school to minimise the risk of anaphylaxis.

An ASCIA Action Plan should be completed in consultation with your child's medical practitioner and a colour copy provided to the school.

The plan must outline your child's known severe allergies and the emergency procedures to be taken in the event of an allergic reaction.

Students who have an ASCIA Action Plan for Anaphylaxis and a prescribed adrenaline auto-injector should NOT also have an ASCIA Action Plan for Allergic Reactions if they have some milder allergies as well as severe allergy - these will be included in the Action Plan for Anaphylaxis.

Individual Management Plans will be developed in consultation with parent/s/guardian/s for any diagnosed Anaphylactic student.

**Students will not be able to attend school without providing a current EpiPen and Anaphylaxis Management Plan.**

An Adrenaline Autoinjector (EpiPen) that is current and not expired must be provided for your child.

Adrenaline Autoinjector (EpiPen) and any other medication as needed, must be replaced before their expiry date or when used.

Autoinjectors will be checked at the beginning of each school term to check for expiry dates and faults e.g. cloudy or red windows. If your child's EpiPen has an expiry date within that term, a note shall be sent home to advise the parent/guardian that a replacement is to be received by the school before the expiry date.

Action Plan: Anaphylaxis – ASCIA (Australasian Society of Clinical Immunology and Allergy)

<https://www.allergy.org.au/images/stories/anaphylaxis/2020/ASCIA Action Plan Anaphylaxis EpiPen Red 2020.pdf>

<https://www.allergy.org.au/images/stories/anaphylaxis/2020/ASCIA Action Plan Allergic Reactions Green 2020.pdf>

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### Asthma

Parents must provide the school with an Asthma Action Plan completed by your child's medical practitioner. The plan must outline known triggers and the emergency procedures to be taken in the event of an asthma flare-up or attack.

The Asthma Action Plan must be completed/reviewed annually for your child with asthma and must contain:

- the prescribed medication taken and when it is to be administered e.g: on a regular basis; as premedication to exercise; if your child is experiencing symptoms;
- emergency contact details;
- contact details of your child's medical/health practitioner; and
- details about deteriorating asthma including, signs to recognise worsening symptoms, what to do during an attack and medication to be used.

#### **Action Plan: Asthma – Asthma Foundation**

<https://www.nationalasthma.org.au/living-with-asthma/resources/health-professionals?tag=care-plan>

### Epilepsy

Epilepsy Management Plans must include your child's seizure type, whether emergency medication is prescribed, how your child wants to be supported during and after a seizure, identify risk strategies (such as water safety, use of helmet) and potential seizure triggers.

The Epilepsy Management Plan must:

- be signed by the treating medical professional before being provided to School;
- remain current for 12 months and must be reviewed and updated annually.
- Where emergency medication is prescribed, the Emergency Medication Management Plan provides information on the dose, route of administration and emergency response required in the event of a seizure.

#### **Management Plan: Epilepsy – Epilepsy Foundation**

<https://www.epilepsyfoundation.org.au/epilepsy-management-plans/>

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### ASCIA Action Plans

In January 2020 ASCIA Action Plans for Anaphylaxis (RED) and ASCIA Action Plan for Allergic Reactions (GREEN) were updated and are available at [www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis](http://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis)

Whilst the 2020 ASCIA Action Plans are the latest versions, 2018 and 2017 versions of ASCIA Action Plans are still valid for use throughout 2020 and 2021, or until the due date for review stated on the plan. ASCIA Action Plans prior to the 2017 version should no longer be used.

For information about recent changes to ASCIA Action Plans go to [www.allergy.org.au/hp/anaphylaxis/action-plans-for-allergic-reactions-faq](http://www.allergy.org.au/hp/anaphylaxis/action-plans-for-allergic-reactions-faq)

There are two types of ASCIA Action Plans available at [www.allergy.org.au/anaphylaxis](http://www.allergy.org.au/anaphylaxis):

- ASCIA Action Plan for Anaphylaxis 2020 (RED) EpiPen or Generic versions are for adults or children with medically confirmed allergies, who have been prescribed adrenaline autoinjectors.
- ASCIA Action Plan for Allergic Reactions (GREEN) is for adults or children with medically confirmed allergies, who have not been prescribed adrenaline autoinjectors.

These plans include text fields to type in personal details, tick boxes and an area for photo identification.

To save ASCIA Action Plans with personal details typed into the text fields, the document needs to be saved as a new file name (e.g. including the patient name) and then the completed document can be printed.

ASCIA Action Plans have been developed in a PDF format to ensure the documents are concise, consistent and easily understood. They now have fields that can be directly typed into by the treating doctor or nurse practitioner, but not by parents, school or ECEC staff, as they are medical documents.

ASCIA Action Plans have been developed as medical documents and must be completed, signed and dated by the patient's doctor or nurse practitioner. If copies are required the original signed copy should be photocopied or scanned.

Action Plans must have an up to date photo annexed on the Action Plan. It is recommended when school photos are taken, your child's plan is updated with their current photo.

ASCIA Action Plans should be reviewed when patients are reassessed by their doctor or nurse practitioner, and each time they obtain a new adrenaline autoinjector prescription, which is approximately every 12 to 18 months. If the patient is a child the photo should be updated. If there are no changes in diagnosis or management, the medical information on the ASCIA Action Plan may not need to be updated.

The ASCIA Action Plan includes the date of next Action Plan review, which should coincide with the next scheduled appointment with a doctor or nurse practitioner to obtain a new adrenaline autoinjector prescription (approximately every 12 to 18 months).

It is important that you immediately inform the school in writing if your child's medical condition insofar as it relates to an allergy and the potential for an Anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan.

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When requesting an Action Plan and/or Care Plan from your Medical Practitioner, your Plan must include:

It is imperative that you contact the School immediately if your child has a Medical Condition to ensure we have in place an Individual Management Plan for your child. Medical Action Plans must include:

- Full details of your child (Full Name and Date of Birth);
- A current school photo of your child;
- Confirmed Allergens;
- Medication Required;
- Prevention, Care and Risk Minimisation needed where applicable;
- Family Emergency Contact details;
- Details of Medical Practitioner preparing Plan;
- Signed and dated by the Medical Practitioner
- Signed and dated by the Parent/Guardian where applicable; and
- Date of Next Review.

Should you have any questions or concerns, please feel free to contact either Stephanie Stedman, Student Wellbeing Leader or myself.

**John Rudd** | Principal

[john.rudd@sfoakpark.catholic.edu.au](mailto:john.rudd@sfoakpark.catholic.edu.au)

**Stephanie Stedman** | Wellbeing, Students, Staff and Community

[Stephanie.stedman@sfoakpark.catholic.edu.au](mailto:Stephanie.stedman@sfoakpark.catholic.edu.au)

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