



# Rosary Primary School

Fleming Street, Watson ACT 2602  
www.rosaryps.cg.catholic.edu.au

Telephone: (02) 6248 0010 Facsimile: (02) 6247 8777 Email: [info@rosaryps.cg.catholic.edu.au](mailto:info@rosaryps.cg.catholic.edu.au) ABN 14 964 349 708

## Request for a Medical Action Plan

You have identified your child as having a medical condition that requires a Medical Action Plan. Thank you for sharing this information. While the main role of the school is to provide education, we want your child to be relaxed and happy at school and for you to feel confident that your child is being well looked after at school. The school Principal will work with you to take the necessary steps to give your child appropriate support. In some circumstances the Principal may need additional support from relevant school authorities to determine the best way for your child's support needs to be met.

Only an Emergency Action Plan that has been signed by a Medical Practitioner will be accepted. Emergency Action Plans must be updated annually.

### **STEP 1: Preparation of a Medical Action Plan**

Proformas can be obtained from the Front Office or Rosary School Website. If you wish to use a different plan your Family Doctor must approve it.

This plan will include:

- details of your child's medical condition or severe allergies
- a current photograph of your child
- details of the support your child requires
- **an emergency action plan**
- your current contact details and a second emergency contact

### **STEP 2: Documentation and supply of prescribed treatment**

Complete the Request to Dispense Medicine Form and return to the Principal including instructions for administration. You will need to provide the appropriately labelled medication(s) to the school.

Advise the school also if your child wears a medical alert bracelet or necklace.

### **STEP 3: Communication with your medical practitioner**

If necessary, the school may ask your permission to discuss your child's needs with your medical practitioner if necessary.

Principal: \_\_\_\_\_

Date: \_\_\_\_\_