



# Monash Special Developmental School

15-25 Academy Ave, Wheelers Hill 3150 Phone: 03 9239 7400 Fax: 03 9239 7444

*'enriching individual potential'*

Dear Parent/Guardian,

Hello and welcome to Monash Special Developmental School. Elise Harper and Zoe Ruighaver are the Registered Nurses who work permanently at the school Monday to Friday from 9.30am to 2.30pm. If you ever have any concerns regarding your Child's health please do not hesitate to contact us on 9239 7436.

If your child is **Anaphylactic**, has an **Allergy, Epilepsy, Asthma** or **Diabetes** it is extremely important that the paperwork is thoroughly and accurately completed – all details must be able to be read and the form signed by a doctor.

**REMEMBER THESE FORMS ARE USED FOR THE MEDICAL MANAGEMENT OF YOUR CHILD WHILE AT SCHOOL, THEY MUST BE COMPLETED FULLY, ACCURATELY AND SIGNED BY A DOCTOR**

Please ask your teacher or at the office if you require an Action Plan for any of these conditions and returned it to the school promptly.

If your child has none of them, please circle '**no**' and still return the Medical Emergency Information form.

If your child has **Asthma**, the Action plan needs to be completed and signed by a doctor - their unexpired Ventolin and a spacer must be brought to school every day.

If your child suffers from **Epilepsy** the Action plan needs to be completed and, if medication is required for a seizure, the additional **Emergency Medication** form also needs to be filled out, both signed by a doctor and the medication brought to school in its original packaging, with the student's name, dose and expiry date clearly visible.

If your child has an **Allergic** reaction to anything, the 'green' Allergy action plan needs to be completed and signed by a doctor and any medication (ie antihistamine) required to treat the allergic reaction, needs to be brought to school in its original packaging.

If your child has an **Anaphylactic** reaction to anything, the 'red' Anaphylaxis action plan needs to be completed and signed by a doctor and their EpiPen/EpiPen Jnr must be in their school bag at all times, and a second EpiPen/EpiPen Jnr provided to be kept at school.

All plans need to be reviewed by your child's doctor annually. We will need a new form completed each year your child attends Monash SDS, plus a recent photo attached.

If your child requires ongoing medication whilst at school, a Student's Medication Authorisation form needs to be completed (please ask at the Office for the form) and signed by your child's doctor and the medication must be brought to school in its original packaging, with the child's name, dosage and expiry date clearly visible.

Thank you in advance.

Kind Regards,

Elise Harper and Zoe Ruighaver

**Helen McCoy, Principal**

**Email: [monash.sds@edumail.vic.gov.au](mailto:monash.sds@edumail.vic.gov.au)**

**Website: [www.monashsds.vic.edu.au](http://www.monashsds.vic.edu.au)**