



## Wollongbar Public School

Simpson Ave, Wollongbar 2477

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Email: [wollongbar-p.school@det.nsw.edu.au](mailto:wollongbar-p.school@det.nsw.edu.au)

Website: <https://wollongbar-p.schools.nsw.gov.au/>

Principal: Jennifer Thomas

Thursday 4<sup>th</sup> July 2019

Term 2, Week 10

Volume 10



Education  
Public Schools

### Calendar

#### Week 10

05/07 Boys Soccer  
Knockout Round 5  
  
Assembly  
11:30am  
  
Brainstorm  
2:00pm  
  
Reports Home

#### Week 1

23/07 Students  
Commence  
  
Field Events  
Athletics Carnival

25/07 Track Events  
Athletics Carnival

26/07 Assembly KP  
11:30am

#### Week 2

02/08 Jeans for Genes Day  
  
02/08 Assembly KO  
11:30am

#### Week 3

07/08 P&C Mtg  
7pm  
  
09/08 Assembly 5/6C  
11:30am

#### Week 4

16/08 Assembly  
11:30am

#### Week 5

19/08 Book Wk & Book  
Fair  
  
22/08 Book Character  
Parade

#### Week 6

27/08 Storyboard Bus 3-6  
  
29/08-30/08  
School Photos

Professional Learning  
Unpacking PDHPE Syllabus

For more events on our  
Calendar, please go to:  
<http://www.wollongbar-p.schools.nsw.edu.au/>

### Principal's Report

**Student Reports go home tomorrow in envelopes addressed to parents or carers.** If you want to talk to your child's teacher about their report do not hesitate to complete our purple *Request for an Interview form* when we return next term. Please remember you are welcome to request an interview or phone conversation with your child's teacher throughout the year at any time if you wish.

**Included with this newsletter is a copy of our *Administering Prescribed Medications at School* procedure.** Students must not carry medications unless there is a written agreement between the school and the student's parents or carers that this is a planned part of the student's health care support. Please read carefully to understand your responsibilities and ours. A key point is that we require a written request, completed using Appendix 1 in the procedure.

**Also included with this newsletter is a copy of our school uniform requirements as advertised in our current School Prospectus.** Requirements are unchanged from previous years, but may be of help if you need to buy new uniforms during the holidays.

**I was asked during the week why students at a public school have to wear a uniform. Great question!** As a government funded public school we are required to comply with NSW Government and NSW Department of Education policies. The Department requires us to set local uniform requirements, which we have done in partnership with the P&C. The Department sees the wearing of school uniform as promoting a sense of belonging for students and creating a positive identity for the school community. We see it as developing school pride and unity. Uniforms also contribute to personal safety by allowing easier recognition of students inside the school and in the community.

**The Department of Education requires that:**

- **Schools expect their students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours.**
- **Parents and carers provide their child/children with a school uniform that meets the schools' uniform requirements.**

To support you, we have a range of second hand uniforms that can be purchased for a gold coin donation. Just see our lovely Office staff for advice around uniform support. You can also try Lost Property. There are a shocking number of unlabelled uniforms to be found there.

In addition, the NSW Government and NSW Department of Education have worked in conjunction to create a *Behaviour code for students*. You received a copy with a newsletter earlier in the year. A copy can also be found on our website.



### We all play a part

One of the actions identified in the *Behaviour code for students*, under the heading of *Respect*, is: dress appropriately by complying with the school uniform or dress code.

So, if your child/children are insisting on wearing school uniform, try and flip that to a positive rather than a hassle. You have a child/children who want to follow the *Behaviour code for students* AND be part of Team Wollongbar. We are in it together, growing children to become fine adults.

Have a great winter break from school life everyone. The first day back for students in Term 3 is Tuesday 23 July. Important dates to remember are:

- Tuesday 23 July (Day 1 Term 3) Field Events Carnival
- Thursday 25 July Track Events Carnival
- Friday 2 August Jeans for Genes Day

For your information, we have two reported incidents of Influenza B in the School. Please encourage your children to cough into their elbow and wash their hands frequently.

Jennifer Thomas  
Principal

## 2019 Planner

Term 2	Monday	Tuesday	Wednesday	Thursday	Friday
10	1 July.	2 July.	3 July.	4 July. STEAM Convention	5 July. Brainstorm Reports Home Last Day of Term 2
Upcoming Terms					
Term 3	Monday	Tuesday	Wednesday	Thursday	Friday
1	22 July.	23 July. Students Commence Term 3 Field Events Carnival	24 July.	25 July. Athletics Carnival (Track Events)	26 July.
2	29 July.	30 July.	31 July.	1 August.	2 August. Jeans for Genes Day Fundraiser
3	5 Aug.	6 Aug.	7 Aug. 7pm P&C Mtg	8 Aug.	9 Aug.
5	19 Aug. Book Week & Book Fair	20 Aug.	21 Aug.	22 Aug. Book Character Parade	23 Aug.
6	26 Aug.	27 Aug. Storyboard Bus Yrs 3-6	28 Aug.	29 Aug. School Photos	30 Aug. School Photos
7	2 Sep.	3 Sep.	4 Sep. 7pm P&C Mtg	5 Sep.	6 Sep.
10	23 Sep.	24 Sep.	25 Sep.	26 Sep.	27 Sep. Last Day of Term 3
Term 4	Monday	Tuesday	Wednesday	Thursday	Friday
1	14 Oct. Students Commence	15 Oct.	16 Oct.	17 Oct.	18 Oct.
3	28 Oct.	29 Oct.	30 Oct.	31 Oct.	1 Nov. Kinder Transition
4	4 Nov.	5 Nov.	6 Nov. 7pm P&C Mtg	7 Nov. Dental Visit	8 Nov. Kinder Transition Remembrance Day Ceremony
5	11 Nov.	12 Nov.	13 Nov.	14 Nov.	15 Nov. Kinder Transition
6	18 Nov.	19 Nov.	20 Nov.	21 Nov.	22 Nov. Kinder Transition

### UPCOMING EVENTS

Who	Event	Payment Due Date	Cost
Whole School	School Contributions & Technology Levy	27 <sup>th</sup> of September 2019	\$87 / Student \$117 / 2 Students \$147 / 3 Students \$147 Plus \$20 Per Student / 4 or More Students



## Musicorp News

### Enrolments For Term 3

Musicorp Teaching Services is thrilled to advise that we are now a registered provider of the Creative Kids Vouchers that are being provided through the NSW Government. As a registered provider for the Creative Kids program, you can redeem your voucher with us and receive \$100 off your term fees. If you don't have a voucher, please visit [service.nsw.gov.au](http://service.nsw.gov.au)

Positions are available for all instruments (except vocals) and enrolling is easy. Forms are available from the school office or for me personally. Alternatively, you can call Musicorp direct on 1800 805 556 or email [mark@polygongroup.com.au](mailto:mark@polygongroup.com.au)

### Music Concert

A Young Performer's Concert will be held in Term 3. Any students who would like to play in this concert please think about the piece/s you would like to showcase and practice them over the holidays. We will all be ready for a great show next term. Date to be advised.

### Semester One Reports

Reports have now all been completed and should be in your inbox very soon. If you do not receive your child's report by the start of term 3, please contact me via email, [mark@polygongroup.com.au](mailto:mark@polygongroup.com.au), and I will make sure it is sent though to you. If you do not receive a weekly attendance report, your email may be out of date with Musicorp. Please call our office on 1800 805 556 to update.

Thank you for your continued support in the music program and I look forward to seeing some new smiling faces in term 3.

Mr Mark

Music Teacher

## Wollongbar School Uniform

The Wollongbar school community supports the wearing of school uniforms and all parents and carers are asked to help develop school pride and unity by ensuring that their child wears the appropriate uniform. Wearing the school uniform is also an indication that the student and the student's family support the policies and practices of the NSW Department of Education and Wollongbar Public School.

<b>BOYS' SUMMER:</b>	Bottle green shorts Gold shirt with school emblem Green socks Black shoes Green wide-brimmed school hat
<b>BOYS' WINTER:</b>	Bottle green tracksuit or bottle green sloppy joe, or optional "zip" jacket, worn with summer uniform.
<b>BOYS' SPORT:</b>	Bottle green shorts OR Rugby sport shorts. Gold shirt with school emblem Green socks Joggers Green wide-brimmed school hat
<b>GIRLS' SUMMER:</b>	Bottle green culottes and gold shirt with emblem on pocket Green socks Black shoes Green wide-brimmed school hat
<b>GIRLS' WINTER:</b>	Bottle green tracksuit or bottle green sloppy joe, or optional "zip" jacket, with summer uniform
<b>GIRLS' SPORTS:</b>	Gold shirt with school emblem Bottle green wrap-around skirt, or Bottle green sport shorts with elastic waist, a cord drawstring and 2 inside pockets (optional) Green socks Joggers Green wide-brimmed school hat

Our school hat is available for purchase from the Front Office as well as The School Locker.



#### Uniform Purchases at School Locker

School uniforms are available to purchase from The School Locker in Ballina. If you cannot make it to the store, you can order uniforms online and have them shipped to you.

#### The School Locker Store

**ADDRESS:** The School Locker Ballina  
Harvey Norman Home Maker Store  
26 Boeing Avenue  
Ballina NSW 2478

**WEBSITE:** [www.theschoollocker.com.au](http://www.theschoollocker.com.au)

**PHONE:** 1800 826 155

**EMAIL:** [service@theschoollocker.com.au](mailto:service@theschoollocker.com.au)

#### Opening Hours:

Monday	8.30am-5pm
Tuesday	8.30am-5pm
Wednesday	8.30am-5pm
Thursday	8.30am-5pm
Friday	8.30am-5pm
Saturday	8.30am-4pm
Sunday	10am -2pm

#### Second-Hand Uniforms

When available the Office sells second-hand uniforms for a gold coin donation (these have usually been donated by parents). Any donations of uniforms are greatly appreciated. We are unable to sell second-hand uniforms on consignment; however they may be advertised as "For Sale" in the weekly newsletter for a charge of \$2 or "Uniforms for Sale" notices may be placed in the Office free of charge.

#### Lost Property

Parents and carers are asked to please **LABEL** all items belonging to their child. Lost Property can usually be returned quickly if it bears a **CLEAR NAME**. Unclaimed items are kept until the end of the term, and then placed in a clothing pool for resale or sent to a local charity.

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Dear Parents, Guardians and Carers

#### Nationally Consistent Collection of Data on School Students with Disability (NCCD)



Every year, all schools in Australia participate in the Nationally Consistent Collection of Data on School Students with Disability (NCCD). The NCCD process requires schools to identify information already available in the school about supports provided to students with disability. These relate to legislative requirements under the *Disability Discrimination Act 1992* and the *Disability Standards for Education 2005*, in line with the *NCCD guidelines (2019)*.

Information provided about students to the Australian Government for the NCCD includes:

- year of schooling
- category of disability: physical, cognitive, sensory or social/emotional
- level of adjustment provided: support provided within quality differentiated teaching practice, supplementary, substantial or extensive.

This information assists schools to:

- formally recognise the supports and adjustments provided to students with disability in schools
- consider how they can strengthen the support of students with disability in schools
- develop shared practices so that they can review their learning programs in order to improve educational outcomes for students with disability.

The NCCD provides state and federal governments with the information they need to plan more broadly for the support of students with disability.

The NCCD will have no direct impact on your child and your child will not be involved in any testing process. The school will provide data to the Australian Government in such a way that no individual student will be able to be identified – the privacy and confidentiality of all students is ensured. All information is protected by privacy laws that regulate the collection, storage and disclosure of personal information. To find out more about these matters, please refer to the [Australian Government's Privacy Policy \(https://www.education.gov.au/privacy-policy\)](https://www.education.gov.au/privacy-policy).

Further information about the NCCD can be found on the [NCCD Portal \(https://www.nccd.edu.au\)](https://www.nccd.edu.au). If you have any questions about the NCCD, please contact the school.

## Field Events Carnival

Tuesday 23 July is our Field Events Carnival for students 8-13 Years of age. Students compete in the age group that they are turning this year. They can wear a coloured shirt to represent their house.

Students have nominated for the events they want to participate in. Students who are not participating in competitive events will be earning house points by participating in non-competitive activities on Hill Park Oval.

Please refer to the programs below for event times. Please note these times are a guide only and may be different on the day.

### Competitive Events

Times	Long Jump	High Jump	Discus	Shot Put
9.30 – 10.30	Junior Boys	Junior Girls	11yrs / Senior Girls	11yrs / Senior Boys
10.30 – 11.30	11yrs / Senior Boys	Junior Boys	Junior Girls	11yrs / Senior Girls
11.30 – 12.30	11yrs / Senior Girls	11yrs / Senior Boys	Junior Boys	Junior Girls
12.30 - 1.30	Junior Girls	11yrs / Senior Girls	11yrs / Senior Boys	Junior Boys



### Non-Competitive Events

Times	Non-Competitive Events
9.45 – 11.00	Indigenous / Ball games
Lunch	
11.30 – 12.30	Throwing games
Midday Play	
12.45 – 1.45	Relay Games
Recess	
2.15 - 3.05	Tug-o-war and House War Cries

Families are more than welcome to come along and support the students.

Many thanks,

Margie , Megan , Brendan

Sports Organisers



### Athletics Carnival 2019 Order of Events - Thursday 25 July

9.15	Bell – Mark roll, write age of student this year on hand in house colours.
9.30	Meet on oval and assemble in house areas for March Past around oval.
10.15	800m – Jnr, 11yrs and Sr (Straight out Finals)
10.45	<b>Age Races Timed Heats (No Finals)</b> 50m – 5yrs, 6yrs 70m – 7yrs 70m – Juvenile Championship (Straight out Finals)
11.30	100m – 8yrs – 13yrs Timed Heats (No Finals) Championships – Jnr and Sr (Straight out Finals)  Juvenile Modified Events (School Playground) (High Jump/Discus/Long Jump/Shot Put)
12.30	Lunch
1.00	200m – Jnr, 11yrs, Sr Timed Heats (No Finals)
1.45	Relays – Juvenile, Junior, Senior
2.45	Pack Up



# Wollongbar P&C

We want to wish all our families a happy, safe and restful School Holidays.

We have lots of exciting things planned for Term 3 so we'd love you to consider joining us at the May P&C meeting to hear about future plans and how you can help make our school community even better than it already is!

## Athletics Carnival

The P&C is excited to be running a BBQ and a mini-canteen (selling drinks, chips and lollies) for the WPS Athletics Carnival Track Events Day on the new date **THURSDAY 25TH JULY**.

If your student pre-ordered a sausage sandwich their ticket will be sent home on the first day back of Term 3. They will need to bring the ticket to the Athletics Carnival to claim their sausage sandwich. Please make sure that they do not lose their tickets. **\*\*Please note: the front office WILL NOT be taking any sausage sandwich orders\*\***



## Athletics Carnival Menu:

Sausage Sandwich \$3.50 (some may be available after pre-orders have been served)

Chips \$1.20 per bag

Lollies \$1 per bag

Water \$1.50

Popper \$1.50

*Can you volunteer to help at the Athletics Carnival?*

*Please contact Kristen on 0403 767 171 or through the facebook page*

## Superstars Obstacle Course

The P&C is really excited to be running this event again in 2019. We will be holding it on Saturday 14th September and we hope everyone will sign up and get involved!!



## We love our volunteers

The P&C would like to thank all our volunteers for their generous donation of time and skills week in, week out.

Do you know someone who helps and deserves recognition? Please put their name in the "Thank You" box in the Office. Moreover, remember to put your own name in the box each time you volunteer!



You can reach the P&C team via [wollongbarPC@hotmail.com](mailto:wollongbarPC@hotmail.com),

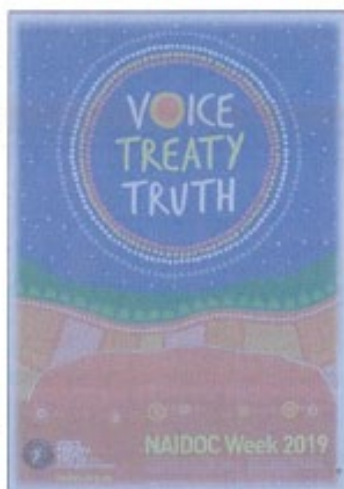
<https://www.facebook.com/wollongbarPC> or Anna (President) on 0410.594.676

What's happening?	When?	Where?
Fundraising Meeting	7 August, 6 pm	The Tavern
P&C General Meeting	7 August, 7 pm	Staff Room

CELEBRATING NAIDOC WEEK 2019

National NAIDOC Theme - VOICE- TREATY -TRUTH

Program for NAIDOC Week



BCT LOCAL AREA

All Children to be Supervised by an Adult over 18 years and all event days are drug and alcohol free during NAIDOC Week Activities

CELEBRATING NAIDOC WEEK 2019

VOICE -TREATY -TRUTH

NAIDOC WEEK ACTIVITIES - TRANSPORT SUPPORT BY TWEED BYRON AND BALLINA  
COMMUNITY TRANSPORT -

PLEASE CONTACT US BY PHONING

**1300875895**

12 SEATER BUSES SUPPORT FOR ELDERS FOR BALLINA TOWN EVENTS

NORMAL BUS TIMETABLE FROM CABBAGE TREE ISLAND TO BALLINA  
WILL OPERATE



All Children to be Supervised by an Adult over 18 years and all event days are drug and alcohol free during NAIDOC Week Activities

CELEBRATING NAIDOC WEEK 2019					
DATE	EVENT	LOCATION	TIME	DETAILS	CONTACTS
UNDAY 7TH JULY	LAUNCH & GATHERING OF ANNUAL NAIDOC ART EXHIBITION	Lentox Health Community Centre Substation Road, Moree Wednesday 11am to 4pm Thursday 8am to 4pm	Official Opening on Sunday is 11am-12noon	Local School Artists and Community Groups sharing their Aboriginal Cultural Heritage through unique vibrant artworks Light Refreshments provided on official opening day 7 July	Tania Worthington Denise Evans On Ph: 60885644 For more information and to display your artwork
UNDAY 14TH JULY	NAIDOC CELEBRATION WALK	Great Street outside Ballina RSL Club, Walk along River Street to Ballina Visitor Information Centre Tweed Information Centre OFFICIAL LUNCH BARRING CEREMONY (This followed by LBS 13 activities and free BBQ)	9:30am 9:30am to 10am start	The whole community is encouraged to participate in a procession of Aboriginal and Torres Strait Islander Culture by joining the walk along River Street, followed by official speeches to Country, speeches and dance performances, following the flag raising. Working as well as provided for Elders and Staff at the Richmond Hotel	Ballina Shire Council Phone: 6088 1284 BOSAG—Lester 60885644
TUESDAY 19TH JULY	Sports and Skills Day Start: 10am Movie Night	Ballina Seagulls RLFC Grounds Missingham Park (State Park)	10am - 3pm Free Event Time TBA Free Event	Our personal and community sports and skills day. Showing off their deadly talent New Family night watching movies.	Ballina AHS -Jude Rob Tams 60885644

All Children to be Supervised by an Adult over 18 years and all event days are drug and alcohol free during NAIDOC Week Activities

CELEBRATING NAIDOC WEEK 2019					
DATE	EVENT	LOCATION	TIME	DETAILS	CONTACTS
WEDNESDAY 19TH JULY	SERVICES STALLS AND COMMUNITY CELEBRATION DAY	Cabbage Tree Island	From 10:30 am to 3pm	Great opportunity to meet and access information on Services Come for a pint and share our Culture	Joanna at Jali LABC Auntie a Staff and Event Day 60887405
THURSDAY 20TH JULY	BOMJUM CULTURAL FAMILY DAY BCT LOCAL NAIDOC READY NAIDOC ANKROSI JAJJINS DISCO	Ballina Park Missingham Bridge Ballina Tweed Shire Library & BOMJUM Ballina Main Support	10AM - 2:30PM 5PM - 8PM Most Support	Sharing and Celebrate our Culture with Cultural activities & Cultural Tours celebration projects Dancey Activities BBQ LUNCH Provided Jajjins disco dance NAIDOC Parents/Careers/Children MUSIC Acted to Inspire Jajjins	Tammy at Burgen 60885644 BCT LOCAL NAIDOC READY NAIDOC ANKROSI Jajjins disco dance NAIDOC Parents/Careers/Children MUSIC Acted to Inspire Jajjins
FRIDAY 21ST JULY	NAIDOC AWARDS AND DINNER DANCE VENUE Cherry Street Bowling Club TIME 6:30pm to 10:30pm			Celebrate NAIDOC Awards & Achievements of Business No Cost	Helen at Burgen 60885644 For NAIDOC AWARDS Night

All Children to be Supervised by an Adult over 18 years and all event days are drug and alcohol free during NAIDOC Week Activities



**Go4FUN**  
HEALTHY ACTIVE HAPPY KIDS



Go4Fun - FREE fun program to help kids become fitter, healthier and happier!

Do you have children between 7-13 years old?

The Go4Fun program is a free healthy lifestyle program to improve health, fitness, self-esteem and confidence in children above a healthy weight.

Go4Fun runs for 10 weeks over the school term for children, between the ages of 7-13 years and their parents. Sessions include games, activities, tips on healthy food, label reading, portion sizes plus much more!

Term 3 2019, Go4Fun will be held in Goonellabah.

To find out more and register visit  
[www.go4fun.com.au](http://www.go4fun.com.au) or contact us on 1800 780 900.

Northern NSW Local Health District







To watch us dance  
is to hear  
our hearts  
speak!

**Ballet COACHING**

Tel: 0411 306 430  
www.balletcoaching.com

Ballina Cabbage Tree Island Local Aboriginal Education Consultative Group  
In Partnership with the  
Bullinah Gooli Services Action Group  
Proudly presents the  
Ballina and Cabbage Tree Island

## Kids Awards Ceremony

**11 July 2019**

**Ballina Skate Park, Missingham Bridge-  
Ballina**

**11:30am – 12:30pm**

No cost  
BBQ and refreshments provided  
Entertainment for the Kids and their Families

Come along and help celebrate the participation and  
achievement of our children and young people.

**NAIDOC Week**

**STAY AND ENJOY NAIDOC WEEK ACTIVITIES ON THIS  
CULTURAL FAMILY DAY AND CELEBRATE, SHARE OUR  
CULTURAL HERITAGE**

All children must be accompanied and supervised by an adult.

For more information please contact: Deborah Cook President  
(0429697095) or Jarred Roberts Secretary (0467042673)  
**SEE YOU THERE**

**Drug and Alcohol Free Event**

**Now Enrolling @  
Kindergarten 2020**




**Important Dates:**  
Kindergarten Appointments and Tours: 25<sup>th</sup> July to 26<sup>th</sup> October 2019

Transition Day 1:	November 1 <sup>st</sup> 2019	12pm – 3pm
Transition Day 2:	November 8 <sup>th</sup> 2019	12pm – 3pm
Transition Day 3:	November 15 <sup>th</sup> 2019	12pm – 3pm
Transition Day 4:	November 22 <sup>nd</sup> 2019	12pm – 3pm
Big Day at School:	November 29 <sup>th</sup> 2019	9am – 3pm

Book your  
Kindergarten  
Appointment and  
Tour by contacting  
the school on  
6628 1302

For more information please contact Wollongbar Public School on 6628 1302  
Or by email: Wollongbar.p.school@det.nsw.edu.au

# YCW

**YOUR COMPUTER WIZZARD**

Suite 2, 88a Main Street, ALSTONVILLE, NSW • 02 6628 0099 • info@ycw.com.au  
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Many tracks, one road, sustaining community.  
Northern Rivers Community Gateway

## Winter Vacation CLUB

WITH Rainbow Region Kids  
Rainbow Region Kids Vacation Club is now  
taking bookings for the July 2019 school  
holidays in Casino, Kyogle, Wollongbar,  
Lismore and Ocean Shores!

For enquiries and to enroll, call 02 6624 7397  
and 0447 244 835, or email rrrkassisi@nrcg.org.au

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## Wollongbar Public School

P.O Box 3455 Wollongbar NSW 2477  
Phone (02) 6628 1302 Fax (02) 6628 1976  
Email: Wollongbar-p.school@det.nsw.edu.au  
Principal: Jennifer Thomas



Education  
Public Schools

### Administering Medication at School Procedure

#### **Administering Prescribed Medication at School**

When a medical practitioner has prescribed medication for administration during the school day, parents and carers are responsible for:

- Informing the school.
- Keeping information up-to-date, including expiry dates on medications.
- Supplying the medication and any 'consumables' necessary for its administration.
- Collaborating with the school in working out arrangements for the supply and administration of the prescribed medication.

Administering medication is part of our common law duty of care to take reasonable steps to keep students safe while they attend school. Our duty of care is fulfilled through our staff members, who volunteer to administer prescribed medication.

#### **Key points to remember:**

- Parents and carers of children who require the administration of prescribed medication at school complete a written request (Appendix 1). The Front Office will provide a medication form to the parent or carer, or you can download a copy from our website. If you have difficulty in completing the medication form, the Office staff will assist you.
- Students must not carry medications unless there is a written agreement between the school and the student's parents or carers that this is a planned part of the student's health care support.
- Except in an emergency, only individual staff members who have volunteered and been trained will administer prescribed medication to students.

#### **Administering Non-Prescribed Medication at School**

In general, schools do not administer medication not specifically requested by a medical practitioner. In some cases, the medical practitioner may not write 'a prescription' for such medication because it may be available 'over the counter'. NSW Health advises that this does not mean that the medication is not potentially harmful and therefore the same procedures as for 'prescribed medications' should be followed.

- Parents and carers of children who require non-prescribed medication to be administered at school must complete a written request (Appendix 2). The Front Office will provide a medication form to the parent or carer, or you can download a copy from our website. If you have difficulty in completing the medication form, the Office staff will assist you.
- Students must not carry medications unless there is a written agreement between the school and the student's parents or carers that this is a planned part of the student's health care support.

#### **Role of Parents and Carers in Student Health**

It is the role of parents and carers to:

- Cooperate with the school on student health matters.
- Support their child's health.



- Inform the school of the health needs of their child when they enrol or when health conditions develop or change.
- Liaise with the child's medical practitioner about the implications of the child's health condition for their schooling.
- Where medication is prescribed, ask the medical practitioner whether the medication is available in a form which minimises or eliminates the need to provide the medication during the school day.
- Convey all relevant advice and information from the medical practitioner to the school.
- Complete a written request form (supplied by the school) for the school to administer prescribed medication or for other support.
- Provide prescribed medication and 'consumables' for administration by the school in a timely way and as agreed with the principal.
- Collaborate with the school in planning to support the child's health needs at school including updating information and reviewing plans.

**Note:**

Forms and information completed and/or supplied by parents will be stored securely.

It may be necessary for some information to be shared with staff in order for the school to provide support for the student.

Jennifer Thomas

Principal

## Appendix 1

### Request for Administering Prescribed Medication to a Student

**Note:** If your child is to take more than one prescribed medication, please attach a separate request for each medication.

**Name of Child:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Name of Prescribed Medication:** \_\_\_\_\_

**Prescribed for (name of medical condition):** \_\_\_\_\_

**Prescribed dosage:** \_\_\_\_\_

**What are you requesting the school to do?** \_\_\_\_\_

**Special storage requirements, if any (e.g. refrigerator):** \_\_\_\_\_

**Special instructions for administering the prescribed medication/s, e.g. must be taken with food or with a glass of water:** \_\_\_\_\_

Through information you have obtained from your doctor or acquired yourself, are you aware of any likely side effects from the prescribed medication? Yes ☐ No ☐

If yes, what are the likely side effects from the prescribed medication?

**Name of person who will carry the medication to school: -** \_\_\_\_\_

**Request for other Support:** \_\_\_\_\_

**Parent or Carer Signature:** \_\_\_\_\_

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

#### **Privacy Notice**

The information requested on the form is essential for assisting the school to plan for the support of your child's health needs. Information will be used by staff of NSW Department of Education to develop arrangements that best support your child's health needs. Provision of this information is voluntary. If you do not provide all or any of this information the school's capacity to support your child's health needs could be impaired. This information will be stored securely. You may correct any personal information at any time by contacting the Principal.



## Appendix 2

### Request for Administering Non-Prescribed Medication to a Student

**Note:** If your child is to take more than one prescribed medication, please attach a separate request for each medication.

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

Name of Non-Prescribed Medication: \_\_\_\_\_

Prescribed for (name of medical condition): \_\_\_\_\_

Prescribed dosage: \_\_\_\_\_

What are you requesting the school to do? \_\_\_\_\_

Special storage requirements, if any (e.g. refrigerator): \_\_\_\_\_

Special instructions for administering the prescribed medication/s, e.g. must be taken with food or with a glass of water: \_\_\_\_\_

Through information you have obtained from your doctor or acquired yourself, are you aware of any likely side effects from the prescribed medication? Yes ☐ No ☐

If yes, what are the likely side effects from the prescribed medication? \_\_\_\_\_

Name of person who will carry the medication to school: - \_\_\_\_\_

Request for other Support: \_\_\_\_\_

Parent or Carer Signature: \_\_\_\_\_

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

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