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Dear parents and carers,

The Broken Bay Diocesan Schools System "Medication policy' and 'Administration of Medication In Schools Guidelines and Procedures" have been revised.

St Joseph's Catholic College is committed to supporting students' health and wellbeing. We require parents/carers to provide the school with any relevant health information that is required to support the student whilst at school. While this information is collected at enrolment it needs to be updated regularly, including when a new health condition develops.

Information about medically diagnosed conditions such as allergies, asthma, diabetes, epilepsy and other health conditions that may require school staff to provide support to students (**including the administration of medication – prescription or over the counter medication and the need to perform health procedures**) will need to be provided to the school in writing in the form of an '**action plan**', '**Request to administer medication in school**' form or '**health care management plan**' and signed by both the parent/carer and a medical practitioner or a prescribing health practitioner. This must then be discussed with a school staff member.

Additionally, any student health care need, action plan or health care management plan that may impact on school activities such as sports, excursions (including camps) must be provided in writing and supported by a medical practitioner/prescribing or qualified health practitioner's advice.

All Broken Bay systemic schools require medical authorisation from a prescribing medical or health practitioner to administer any medication to students (including over the counter medications such as paracetamol, Claratyne etc).

Please ensure you inform the school office staff of any changes to contact details including the contact details of the people nominated as emergency contacts.

All information is kept confidential and only disclosed to the relevant staff who are supporting your child.

For any enquiries, please contact the school office or telephone the school on 4324 4022.

We thank you for your assistance in this matter.

Yours sincerely,

Tony McCudden
Principal