

## RECORD AND MANAGEMENT OF STUDENT MEDICAL CONDITIONS

Students with medical conditions will have Individual Management Plans as stipulated in the WNPS First Aid Policy. These plans will be stored in the class folder (red satchel) and displayed at various locations across the school including First Aid Room, General Office and Staff Room.

The Medical Conditions folder in the General Office and Confidential Class Information Folder (red satchel) contain a record of:

- Anaphylaxis students
- Asthma students
- Students with medical conditions
- Students with allergies
- Relevant student Individual management Plans
- First Aid Procedures

The Medical Conditions Folder contains the name, class and picture of each student. Medical conditions are highlighted in colour with relevant medication/s also noted in colour.

Actions plans for students with anaphylaxis and allergies are also stored in the Class Folder. A copy is also on display in the General Office and stored with the student's medication.

The First Aid Officer is responsible for the management of the Medical Conditions Student Information Booklet. The booklet is updated at the beginning of each school year and each time a change in an individual student's management plan is received.

### Supporting documents:

This policy is supported by the following documents:

- WNPS First Aid Policy
- WNPS Distribution of Medication Policy
- WNPS Anaphylaxis Policy
- WNPS Asthma Policy
- WNPS Care Arrangements for Ill Students Policy