

# **Accidents/Illness/Medication**

In the event of a minor incident, first aid will be administered by staff and recorded on the MAPS sick bay register. If a more serious incident occurs, parents will be contacted immediately. Please ensure the office has current telephone numbers including numbers for each child's emergency contact person. In emergency situations, an ambulance may be called.

If a child has to take medication during school hours, written authorisation from the parent/guardian must be obtained. Medication forms are available at the school office. The container must bear the original label with the child's name, dosage instructions and the time/s it needs to be administered. Staff can only administer medication prescribed by a doctor. The office requires the names of the people who may be contacted in the event of a child becoming ill during the day. Any medicine administered to your child is recorded on the sick bay register. Medication must be handed directly to the office by the parent/ guardian.

Please keep children at home when they are sick. A child who isn't healthy cannot concentrate on schoolwork and may also spread germs to other children and teachers.