

**WINTHROP PRIMARY SCHOOL  
PARENT INFORMATION FILE**

**CONTENTS**

<b>Absences</b>	<b>12</b>
<b>Accidents</b>	<b>10</b>
<b>Assemblies</b>	<b>8</b>
<b>Canteen</b>	<b>7</b>
<b>Dental Therapy Centre</b>	<b>12</b>
<b>Enrolment</b>	<b>10</b>
<b>Excursions</b>	<b>10</b>
<b>Footwear</b>	<b>7</b>
<b>Hats</b>	<b>7</b>
<b>Health</b>	<b>13</b>
<b>House Factions</b>	<b>10</b>
<b>Introduction</b>	<b>2</b>
<b>In Term Swimming</b>	<b>10</b>
<b>Kindergarten</b>	<b>9</b>
<b>Learning Outcomes</b>	<b>5</b>
<b>Lost Property</b>	<b>11</b>
<b>Medication Policy</b>	<b>14 to 17</b>
<b>Money &amp; Valuables</b>	<b>11</b>
<b>Newsletters</b>	<b>8</b>
<b>Parent Skill-Share Sheet</b>	<b>18</b>
<b>Parent/Teacher Interviews</b>	<b>9</b>
<b>Parents &amp; Citizens Association</b>	<b>6</b>
<b>Parking</b>	<b>12</b>
<b>Physical Education</b>	<b>9</b>
<b>Pre-Primary</b>	<b>9</b>
<b>Pupil Requirements</b>	<b>11</b>
<b>Pupil's Reports</b>	<b>9</b>
<b>Resource Centre</b>	<b>11</b>
<b>School Decision Making Group</b>	<b>6</b>
<b>School Development Plan 2002</b>	<b>6</b>
<b>School Dress Code/Uniforms</b>	<b>7</b>
<b>School Fees</b>	<b>11</b>
<b>School Organisation</b>	<b>8</b>
<b>School Premises/Vandalism</b>	<b>12</b>
<b>School Rules</b>	<b>7</b>
<b>School Watch</b>	<b>12</b>
<b>School Site Plan</b>	<b>19</b>
<b>Staff Meetings</b>	<b>8</b>
<b>Student Services</b>	<b>13</b>
<b>Teacher's Charter</b>	<b>4</b>
<b>Term Dates</b>	<b>3</b>
<b>Transferring to Another School</b>	<b>10</b>
<b>Vision Statement</b>	<b>4</b>
<b>Winthrop In Brief</b>	<b>3</b>
<b>Year One</b>	<b>3</b>

# INTRODUCTION

***Welcome  
To  
Winthrop Primary School Community***

*On behalf of our whole school community it is my pleasure to welcome you to our wonderful school where your child/children will be provided with an exciting learning environment and diverse range of educational programs.*

*Our school strives to develop the 'whole child'.*

*Learning programs are developed to cater for the individual needs and learning styles of each student which provide opportunities for intellectual, social, creative, physical and emotional development.*

*The school prides itself on an excellent range of specialist programs which include: music, physical education, Japanese, information technology, library and dance.*

*We are a multicultural school with 39% of our students coming from many different countries. Some students who do not have English as a first language receive specialist support from an English as A Second Language Teacher to assist them make an easy transition into our school.*

*Parents play a very important part in our school.*

*A range of opportunities are provided for parents be closely involved in the education program and participate in a range of performances, excursions, exhibitions, assemblies and special events. Additionally, parents have many opportunities for leadership roles in our school as part of the Parents and Citizens Association, School Council and School Committees.*

*We encourage parents to get involved.*

*As the Principal of Winthrop Primary School I remain very involved in all school activities and maintain open communication with students, parents and staff. I believe that by being open to discussion and aware of the various aspects of the school I am able to make informed decisions which will see the best educational outcomes for all students.*

*An African Proverb says: 'It takes a whole village to grow a child.'*

*Winthrop Primary School Community is the 'village' where we all work together, students, staff and parents, to provide a rich and exciting learning environment so that each child can 'grow' to be the very best person.*

*I wish your family a happy and rewarding association with our school.*

*Denise Hilsz  
Principal, 2009*

## WINTHROP IN BRIEF

**SCHOOL:** Winthrop Primary School  
 Jackson Avenue  
 Winthrop WA 6150  
 Telephone: 9310 6100  
 Fax: 9310 6249  
 Website: [winps@winthropps.wa.edu.au](mailto:winps@winthropps.wa.edu.au)

**DISTRICT:** Fremantle/Peel District

**PRINCIPAL:** Ms Denise Hilsz

**DEPUTY PRINCIPALS:** Mr Rod Lush  
 Mr Patrick Sweeny  
 Mrs Kim Fraser

**REGISTRAR:** Mrs Jeanette Walker  
**SCHOOL OFFICER:** Mrs Colleen Boxall

### TERM DATES FOR CHILDREN 2009

<b>Term 1</b>	Monday	02/02/09	Thursday	09/04/09
<b>Term 2</b>	Tuesday	28/04/09	Friday	03/07/09
<b>Term 3</b>	Monday	20/07/09	Friday	25/09/09
<b>Term 4</b>	Monday	12/10/09	Friday	17/12/09

### TERM DATES FOR CHILDREN 2010

<b>Term 1</b>	Monday	01/02/10	Thursday	01/04/10
<b>Term 2</b>	Monday	19/04/10	Friday	02/07/10
<b>Term 3</b>	Monday	19/07/10	Friday	24/09/10
<b>Term 4</b>	Monday	11/10/10	Thursday	16/12/10

**Public Holidays**

**To be advised in School Newsletter**

### KINDERGARTEN, PRE-PRIMARY & YEAR ONE - START OF YEAR

Students enrolled in Kindergarten and Pre Primary classes commence the school year gradually increasing daily attendance during Term 1. Specific timetables of session times are issued on enrolment or during the first week of school. Children in Year One attend fulltime from the beginning of the year.

## **VISION STATEMENT**

Our educational program at Winthrop Primary School is structured to support the development of the whole person; a person with a positive self image who seeks excellence and respects the rights of others.

We aspire to support the development of students towards autonomous learners whose preferred learning styles are facilitated and extended in a wide range of teaching and learning strategies.

The fundamental assumption underpinning the program is that all students have the ability to learn and progress and this will be enhanced by the use of the appropriate learning technologies.

We provide a supportive and caring environment which promotes positive student, parent and teacher relationships and engenders a positive attitude to learning in all students.

## **TEACHERS CHARTER**

At Winthrop Primary School, teachers have a commitment to;

- the principles of developmental learning,
- ensuring that all students are successful learners,
- developing students as autonomous and reflective learners,
- collaborating in planning and facilitating learning programs,
- participative decision making processes in their relationships with students and colleagues.
- liaising with the wider community to support students' learning,  
and
- see themselves as learners through ongoing professional development.

## LEARNING OUTCOMES

We want Winthrop students to:

1. Use language to understand, develop and communicate ideas and information and interact with others.
2. Select, integrate and apply numerical and spatial concepts and techniques.
3. Recognise when and what information is needed, locate and obtain it from a range of sources and evaluate, use and share it with others.
4. Select, use and adapt technologies.
5. Describe and reason about patterns, structures and relationships in order to understand, interpret, justify and make predictions.
6. Visualise consequences, think laterally, recognise opportunity and potential and be prepared to test options.
7. Understand and appreciate the physical, biological and technological world and have the knowledge and skills to make decisions in relation to it.
8. Understand their cultural, geographic and historical contexts and have the knowledge, skills and values necessary for active participation in life in Australia.
9. Interact with people and cultures other than their own and be equipped to contribute to the global community.
10. Participate in creative activity of their own and understand and engage with the artistic, cultural and intellectual work of others.
11. Value and implement practices that promote personal growth and well being.
12. Are self-motivated and confident in their approach to learning and be able to work individually and collaboratively.
13. Recognise that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly.

## **THE SCHOOL PLAN**

This Plan is developed by school staff, and endorsed by the School Council, to meet identified curriculum priorities for a semester or whole year.

## **SCHOOL COUNCIL**

A School Council is made up of three staff representatives, five parent representatives, and the Principal.

The Group meets each term to:

- assist in setting the school's priority areas of development.
- approve the plans developed to meet those priorities.
- review progress made towards achieving those plans.

One parent member of the Council is a member of the P & C and elected to office at the Annual General Meeting.

## **PARENTS & CITIZENS ASSOCIATION**

The Winthrop Primary School Parents & Citizens Association (P & C) is a very active body of parents and community members who work together with the Principal and Staff of the school to provide the best school environment possible for our children. For example, the P & C runs the very busy canteen, provides school uniforms and also gives new parents the opportunity to meet other interested parents.

The P & C runs a number of fundraising activities each year and over the last few years has purchased items such as school computers, play equipment for all ages throughout the school, library books and other materials to support the school programme. There is a close working relationship between the P & C and the school staff to ensure that the activities of the P & C are consistent with the direction of the school education programme. The P & C meets each term at General Meetings. Parents are advised of meeting dates via the school newsletter.

## CANTEEN

Our canteen is organised and run by the P & C Association and operates five days per week. We rely on volunteer helpers so please contact the Canteen Manager if you are able to assist.

The Canteen Menu is consistent with the Department of Education and Training Healthy Choices Policy. A price list is distributed each term with the newsletters.

## SCHOOL DRESS CODE/UNIFORMS

The Uniform Shop is open Tuesday morning from 8.30am-9.30am in the Undercover Area. Pre-season ordering of uniforms is also available through the school, organised by members of the P & C Association. Information and order forms are sent home via the children at the appropriate times. Parents are asked to ensure that all clothing is clearly marked with the child's name. The following is the school dress for Winthrop Primary School. Wearing the uniform is part of the school's Dress Code.

- GIRLS:** Mint green collar type polo shirt  
 Bottle green wrap-round skirt, shorts or skort (no football shorts, brief shorts or board shorts) *or*  
 Green check college style dress  
 Bottle green trackpants, cargo pants or trousers  
 Bottle green windcheater or jacket  
 Green slouch or legionnaire hat
- BOYS:** Mint green collar type polo shirt  
 Bottle green shorts (no football shorts, brief shorts or board shorts)  
 Bottle green track pants, cargo pants or trousers  
 Bottle green windcheater or jacket  
 Green slouch or legionnaire hat

## FOOTWEAR/ACCESSORIES

The school policy is to encourage suitable footwear. Sandals, shoes and socks, and joggers are acceptable. Other types of footwear can be dangerous and are not recommended. Scarves are not permitted for safety reasons. Any hair accessories, head bands/scrunchies must be in the school colours of bottle green or mint green

## HATS

The school operates a '*no hat – no play*' policy which requires all students to wear the approved school hat for all outdoor activity during the school year, except in any organised school activity when wearing hats is deemed inappropriate by the supervising teacher.

## SCHOOL RULES

### *Students will:*

1. Behave in a sensible, responsible and safe manner
2. Respect the property of the school and others
3. Treat others with care, consideration and respect
4. Keep our school environment neat and tidy

## SCHOOL ORGANISATION

	Primary		Pre-Primary		Kindergarten
Commence School	8.50am		8.55am		<i>From Week 5</i> <b>9.00am-2.35pm</b> <b>(Children attend 2 days per week.)</b>
Morning Recess	10.40am				
End of Recess	11.00am				
Lunch	12.20pm		12.20pm		
Commence	1.00pm		1.00pm		
School Closes	3.00pm		2.40pm		

- # If children are to go home for lunch, written parental advice is necessary. If children will eat lunch at home every day, then one advice per term will suffice. Leaving the playground is permitted only with both teacher's and parents' permission.
- # The playground is unsupervised before 8.30am. Your child, for his/her safety, should not come to school before 8.30am and should leave promptly at the final siren. Parents collecting children are asked to do so promptly at class closure time. Children who are not engaged in organised after school activities should be away from school grounds within ten minutes.
- # Please telephone the school **ONLY** in cases of real necessity. Matters such as reasons for absence, etc should be communicated to the class teacher by written advice. Messages to children will be passed on only *in emergency circumstances*.

## STAFF MEETINGS

Staff meetings are held after school hours.

## ASSEMBLIES

Assemblies are held on alternate Fridays with nominated classes hosting in turn. Details of assembly dates will be advised through newsletters and on the school's internal website.

## NEWSLETTERS

Regular newsletters will be circulated to all families advising them of school functions and activities, school regulations and new procedures. They are sent home each fortnight on Mondays – one per family, through the eldest child. The newsletter is also published on our school website.

## **KINDERGARTEN**

The School has a Kindergarten Centre, which enrolls children who turn four years of age on or before the 30<sup>th</sup> June in the year.

Children are grouped into classes of a maximum of twenty children who attend 2 full day sessions per week.

## **PRE-PRIMARY**

Pre Primary units provide educational programmes for children who turn five years of age on or before the 30<sup>th</sup> June in the year. The units offer five full days a week. Enrolments of children for Pre Primary classes in following years take place in two stages.

1. It is essential the parents register their interest in enrolling their child. This registration may be done at any time before the end of July. Preference for enrolment is given to children who live within the boundaries of Winthrop Primary School. Children living outside the Winthrop school boundaries may also apply for admission. The form for this application is available from the school office.
2. In August offers of admission are mailed to parents. Those accepting this offer must present the child's birth certificate and immunisation record by the closing date indicated in the letter offering enrolment.

## **STUDENT REPORTS**

Written reports on student's progress are made to parents at the end of each Semester. Assessment of children's work is carried out throughout the year and does not rely on formal testing for levels. Tests form one part of the total assessment programme. Parent-teacher interviews to discuss children's progress are held in conjunction with the Semester 1 report and as requested by the teacher or parents.

## **PARENT/TEACHER INTERVIEWS**

Parents are encouraged to visit the school to discuss with the class teacher any problems or concerns they may have regarding their child. Parents will appreciate that unscheduled visits by parents to talk to staff before daily lessons can hinder preparation by teachers. To help provide the best learning conditions for all children please organise an appointment for an interview. Follow up interviews may be arranged with the School Administrative Team (Principal, Deputy Principals) if deemed necessary by teacher and/or parents.

## **PHYSICAL EDUCATION**

All students undertake physical fitness on a regular basis. It is important that all children be suitably attired and the school uniform is ideal. If a child cannot participate then written advice must be sent. General and games skills are taught throughout the school. Formal sport begins in Years 6 and 7. Inter-school sport takes place during winter. Inter-school cross country and athletics carnivals supplement Faction athletics and swimming carnivals.

### **IN-TERM SWIMMING**

Each year children in Pre Primary –Year 7 are offered ten lessons held during term time. No tuition fees are charged for these lessons although parents must meet bus transport and pool admission charges. Lessons are held in heated pools.

Parents are requested to **CLEARLY LABEL** all items of clothing for swimming classes with the full name of the owner.

### **FACTIONS**

Children are placed in Factions for the year's activities and remain in the same Faction for winter and summer sports. The Factions for Winthrop Primary are:

<i>TUART</i>	<i>(White)</i>	<i>WATTLE</i>	<i>(Gold)</i>
<i>BANKSIA</i>	<i>(Red)</i>	<i>CASUARINA</i>	<i>(Dark Blue)</i>

### **ACCIDENTS**

If your child is injured or becomes ill, all care and attention will be given and you will be contacted. Minor injuries or illness during the day are attended to at school and children then return to their class. In an extreme emergency, the school will seek outside medical assistance. **If you have a change of address or telephone number it is important to inform the school.**

### **ENROLMENT**

Enrolment forms are legal documents, which are completed when a child is enrolled. Families living in the school catchment area are entitled to enrol their children at this school. **Proof of residence** must be presented at enrolment. Please ensure that the school is kept informed of any change of telephone number, address or emergency number. **Enrolment at Winthrop Primary means that parents accept the conditions of the School's Dress Code.**

### **TRANSFERRING TO ANOTHER SCHOOL**

Parents are to notify the school when children are likely to transfer, so that Department obligations are met. Students take with them all their personal belongings, and if transferring interstate or overseas, their school records and reports. Please ensure that any resources belonging to the school are returned to the school before your departure.

### **EXCURSIONS**

Most teachers use excursions to support their teaching programmes. These require funding by parents. Every care is taken to keep the costs to a minimum. Children wear school uniform for excursions.

### **EXCURSION/INCURSION UP FRONT PAYMENT**

Parents are asked to make the \$65.00 payment before the end of Term One. This amount will cover these types of activities through the year.

This saves parents the bother of finding the correct change for each event and teachers will not have to spend time counting and recording money before they commence their teaching program with students.

## **RESOURCE CENTRE**

Our school has a fully automated Library which is staffed by a full-time library resource teacher and a library officer. We have an extensive collection of fiction and non-fiction materials catering for students, staff and parents. The library has Apple Macintosh computers with Internet access. Children have access to the library every morning Monday to Friday and every lunch time except Friday. Each class has a weekly library lesson. Loans are made for a period of 7 days for Years PP-3 and 14 days for Years 4-7 and may be renewed upon presentation of the book/s. If books are lost parents are asked to pay for the cost of the book. Should the book be located and returned in good condition a full refund is made.

## **SCHOOL & P & C VOLUNTARY FINANCIAL CONTRIBUTIONS**

The annual voluntary contributions are currently set at \$50.00 per child for the school and \$30.00 per child for the P & C. Of the amount payable to the school a percentage goes toward consumable items such as art paper, glue, inks, stencils & stationery etc. The remaining funds are for the purchase of text books, resource books & physical education equipment. These contributions are essential in order to enrich the learning opportunities available to the children in the school. Contributions to the P & C are used to supplement financing school resources and major buildings and grounds projects.

## **LOST PROPERTY**

This is kept in a box in the Undercover Area near the canteen. Smaller or valuable items such as watches, jewellery are kept at the School Office. Parents are requested to **CLEARLY LABEL** all items of clothing. Please check the lost property box or the activity area in each block for misplaced items.

## **MONEY AND VALUABLES**

Children must not leave money or valuables in their bags and desks. Money should be handed to class teachers for safe keeping. Children should not bring valuables to school as we cannot take responsibility for loss or damage.

## **STUDENT REQUIREMENTS**

In W.A., Government funds provide most resources used by children. However, personal items of stationery remain the responsibility of parents. Class requirement lists will be distributed at the end of each year. Parents may purchase the items on the list from any supplier. The P & C Association has arranged with one of the larger educational suppliers to offer a service for those who choose to have their orders made up and delivered to the school. Purchases through this system support the work for the children via a commission paid to the P & C.

**Kindly ensure that all items clearly show the owner's name.**

## **ABSENCES**

Education Department of Western Australia Regulations require written advice for **ALL ABSENCES**. Parents are asked to send such advice once the child resumes school.

## **SCHOOL PREMISES/VANDALISM**

Children should only be on the school grounds out of school hours if they are under the direct supervision of a teacher or another adult who has been given approval to use the school.

## **SCHOOL WATCH**

The assistance of parents is requested in helping to stop vandalism and theft at the school. If during outside school hours you see any suspicious behaviour in or around the school, please contact one of the numbers listed below.

Police Communication: 9222 1555; Education Security: 9264 4771; or 9264 4632

## **DENTAL THERAPY CENTRE**

Winthrop Primary school is serviced by the Dental Therapy Centre at Caralee Community School, Winnacott Street, Willagee. Telephone 9337 6818.

## **PARKING**

Parking on the school grounds is very restricted. To ensure easy flow of traffic, please strictly adhere to the road markings, signs and our Roadwise Policy.

### **Drive Through**

The drive through area outside the administration block has one lane for pick up and set down (with 15 seconds waiting only) and the other lane for drive through only with no stopping allowed. People are welcome to use any parking bays that are available but no one shall leave their cars in any of the drive through or pick up and set down areas. If your children are not ready when you arrive to pick them up, please drive out and around again to allow others to use the facilities.

The best way to avoid any parking and traffic problems is to walk or ride bicycles to school. Not only will it help with parking and traffic problems, but it will also improve the health and fitness of your children and help reduce environmental pollution.

## STUDENT SERVICES

Good health is vital to school progress. A team of qualified professionals supports children's health needs. This includes:

1. A registered nurse attached to the Health Department making periodic visits to the school to conduct health checks.
2. A school psychologist linked to the Fremantle Peel District office provides a range of services to children, parents and teachers. Parents should contact the school office to refer their child to the psychologist. Parental approval is required for all referrals.
3. Parents may enrol children at the Dental Clinic at Caralee Community School, where free dental checks are provided. Some free treatment is available. Enrolment forms are forwarded to parents on the child's admission to school. Appointment times are sent home through the children. Transport is the parent's responsibility. In an emergency the clinic may be contacted for advice on 9337 6818.

## HEALTH

It is possible that at some time during your child's career he/she will contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases, as the danger of spreading the infection is prominent not only whilst the child is suffering from early symptoms, but they can still retain infection in their person or clothing after symptoms fade.

For some conditions Exclusion Period details are provided by the Health Department. They are set out below:

**Chicken Pox** - Exclude from school. Where no medical certificate of recovery is available, re-admit (7) days from the appearance of the red watery blisters, **IF WELL**. Contacts need not be excluded.

**Measles** - Exclude from school. Where no medical certificate of recovery is available, re-admit (14) days from the appearance of spots, **IF WELL**. However, child may return after (10) days with a medical certificate. All children who do not have proof of immunisation are excluded from school until immunised or until a Doctor has cleared the last child infected.

**Ringworm** - Exclude from school until all evidence of the disease has disappeared or until a medical certificate is produced stating that lesions are inactive. Contacts need not be excluded. Ointment is available from all chemists.

**Rubella (German Measles)** - Exclude from school and where no medical certificate of recovery, re-admit on subsidence of the sore throat and rash. Contacts need not be excluded.

**Whooping Cough** - Exclude from school and where no medical certificate of recovery, exclude for four (4) weeks from onset of whoop. Child may return earlier if the whoop has ceased and a medical certificate of recovery is produced.

**Head Lice (Pediculosis)** - The Health Department recommends that long hair should be tied back to help combat head lice. Children should be excluded from school until effective treatment has been given and all nits removed from the hair. Contacts should also be treated as a precautionary measure, as should all sheets, pillows etc. **PARENTS MUST CHECK THEIR CHILDREN REGULARLY.**

**Hepatitis** - Transmitted through contact with infected persons. Incubation period around thirty (30) days. Exclude from school, re-admit only with a medical certificate of recovery. Contacts need not be excluded.

**Conjunctivitis** - Discharging inflamed eyes. **Must be excluded from school** until discharge is cleared.

**Herpes (Cold Sores)** - On or around mouth or face. **Exclude from school** and only re-admit after they are healed.

## **MEDICATION POLICY**

### **RATIONALE**

The Education Department of W.A. has provided to schools Policy Procedures in relation to Administration of Medication. A brief description is outlined below and a copy is available at the office for parents to peruse.

### **PROCEDURE**

- ◆ Where there is agreement between staff and parents through written instruction by a Medical Practitioner and Parent/Guardian prescribed medication can be administered by school staff. School staff are not expected to administer prescribed medication or treatments which require specialist training such as giving injections. Parents are to advise the school if their child requires the use of an inhaler (puffer). The child will be able to self-administer provided relevant information is given to the class teacher.
- ◆ Documentation of all administration of medication action plans and agreements to perform the necessary functions (e.g. listing times, doses, dates of medications, outcomes) is required. These functions must be carried out and recorded on standard notification forms (available from school office) wherever school staff undertake to assist in the administration of medication to students. The students should administer their own medication where capable of doing so and have authorisation for the taking of medication. The student may be supervised/assisted by school staff in administering their medication where there is an agreement to do so.

**Where possible it is requested that parents/guardians ask their doctor to stagger the doses around the school day.**

- ◆ Parents should complete a medication record form and notify the Principal or Deputy Principal(s) of all relevant details of medication to be administered during school hours.
- ◆ It is the parents'/guardians' responsibility to provide the school with adequate information regarding the details of the child's medical condition which may require specific action and/or treatment under emergency conditions (ie arising from asthma, diabetes and serious allergic reaction). An emergency action plan will then be developed, if necessary, between the school, parents, family doctor and school nurse, if applicable. Students should not bring bulk supplies of any drug to school. Medication which is not labelled correctly will not be accepted for use. It is the parents'/guardians' responsibility to ensure that medication is clearly labelled, is not out of date and is provided in sufficient quantities for the child's needs.
- ◆ Parents are to advise the school if their child requires the use of an inhaler (puffer). The child will be able to self-administer provided relevant information is given to the class teacher.

**Clarification, more information or additional forms are available from the office.**

## MEDICATION SUMMARY

Teachers must not administer medication without the proper authorisation. Formal documentation must be obtained from the parent/guardian and doctor as appropriate and retained in the school until the pupil is 25 years old.

<b>SHORT TERM SELF ADMINISTERED</b>	<b>LONG TERM SELF ADMINISTERED</b>	<b>STAFF SUPERVISED/ADMINISTERED</b>
eg Antibiotics Dental treatment Period pain relief	eg Asthma puffer A.D.D. medication	eg A.D.D. medication etc where the child is unable to self administer
<b>FORMS USED</b>	<b>FORMS REQUIRED</b>	<b>FORMS REQUIRED</b>
Use "Student Medication Request/Record" form	"Student Medication Request/Record" form	"Student Medication Request/Record" form.  "Medication Instruction from Prescribing Doctor" form.
<b>STORAGE</b>	<b>STORAGE</b>	<b>STORAGE</b>
Student possession (small amounts) or First Aid Room	Student possession (small amounts) or First Aid Room	Principal's office or refrigerator (Fridge items class teacher responsibility).
<b>SCHOOL RECORDING</b>	<b>SCHOOL RECORDING</b>	<b>SCHOOL RECORDING</b>
Keep for 1 year	Keep all forms until the pupil is 25	Name of child, time, date, drug, quantity administered.  Keep all forms until the pupil is 25

### NON PRESCRIPTION DRUGS

School staff must not administer analgesics such as paracetamol to students without written instruction from the student's parent or guardian or medical practitioner.

**The form 'STUDENT MEDICATION REQUEST/RECORD'** may be used with the line referring to the prescribing doctor being ignored.

# WINTHROP PRIMARY SCHOOL

*To be confidentially stored until the student is 25 years old*

Year document destroyed.....(Year)

### STUDENT MEDICATION REQUEST/RECORD

**NOTE:** Where possible student medication should be self administered by the student or be administered by parents at home at times other than during school hours. If the Principal of the school is to approve of school staff administering or supervising the administration of medication to a student then the following requirements must be met.

The doctor prescribing the drug must be aware that the school will supervise or carry out administration of medication on the instructions provided. It is therefore desirable that the doctor provides instructions as per Medication Instructions From Practising Doctor. ). These instructions are a mandatory requirement if special arrangements are necessary for the school staff to administer the drug or monitor the student after drug administration.

\_\_\_\_\_ is taking the following  
*(Child's full name)*

drugs as prescribed by the doctor\_\_\_\_\_

for the purpose of treating\_\_\_\_\_ *(condition)*

Name of drug\_\_\_\_\_

Dose to be given\_\_\_\_\_

Time to be given\_\_\_\_\_ completion time\_\_\_\_\_

Replacement of drug (if appropriate)\_\_\_\_\_

Comments\_\_\_\_\_

\_\_\_\_\_

Tick the box that is appropriate for your child's administration of medication

My child is capable of self administering the above medication

I request **WINTHROP PRIMARY SCHOOL** to administer the above drugs for my child.

Signed\_\_\_\_\_ (Parent/Guardian) Date:\_\_\_\_\_

*To be confidentially stored until the student is 25 years old*

Year document to be destroyed.....(Year)

**MEDICATION INSTRUCTIONS FROM PRESCRIBING DOCTOR**

These instructions are requested from the prescribing doctor to enable the school to maintain its 'duty of care' when administering prescribed drugs to students whose condition would otherwise preclude attendance at school.

Dr.....

Address.....

Telephone.....

I have prescribed the drug.....for

.....to treat the condition

*(Name of student)*

of.....

*(Name of medical condition)*

This drug needs to be administered.....

*(dose)*

*(frequency/time)*

Are special arrangements necessary to administer the drug or monitor the student after drug administration? **Yes/No**

If so, provide details below

.....  
.....  
.....  
.....  
.....  
.....

*(Signature of Prescribing Doctor)*

*Date*

# PARENT SKILL-SHARE SURVEY

Welcome to Winthrop Primary School. At various times throughout your child's school life, classroom learning can be enriched by contact with adults who have special skills. Some of these skills will come from work or study the adult has undertaken. Other skills will have been developed through hobbies and recreational interests. Some further contributions will include the time, sympathy and interest the adult can give an individual child.

You are invited to register the skills and interests you are willing to share with children in our school. To do this, please complete the details below and return the form to the school office (at your convenience).

---

---

*Name*

---

*Contact telephone*

Interests/skills I am willing to share

---

---

---

---

I am interested in working with individual children.

Thank you for your interest and support.

# **WINTHROP PRIMARY SCHOOL**



# **PARENT INFORMATION**

Website: [www.winthropps.wa.edu.au](http://www.winthropps.wa.edu.au)