

WINTHROP PRE-PRIMARY CENTRE 2009

SCHOOL: Winthrop Primary School
Jackson Avenue, Winthrop WA 6150
Telephone: 9310 6100
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DISTRICT: Fremantle 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

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

TERM DATES FOR CHILDREN 2010

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

Public Holidays

To be advised in School Newsletter

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.

Full co-operation between parents and staff can help your child have a happy, stable, rich learning experience at Winthrop Pre-Primary.

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1. ADMINISTRATION

a) Sessions

Children will attend five days per week.

All groups 8.55am to 2.40pm

b) Staff

Mrs Carolyn Brown	Teacher	ECE3
Mrs Anna-Maria Dale/	Teacher's Assistant	ECE3
Mrs Debbie Doody (Fri)	Teacher's Assistant	ECE3
Mrs Wanda Mewett	Teacher	ECE4
Mrs Karen March	Teacher's Assistant	ECE4
Ms Janet Dunlop	Teacher	ECE5
Mrs Margaret Morgan	Teacher's Assistant	ECE5

YEAR 2009 ATTENDANCE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	ALL parents & children Orientation 9.00 -10.00am Teacher speaks to parents, children play outside with Teacher Assistant 2nd February	Boys 8.55am-11.30am Bring Fruit Girls 12.30pm-2.40pm Eat lunch before coming Bring Fruit 3rd February	Girls 8.55am-11.30am Bring Fruit Boys 12.30pm-2.40pm Eat lunch before coming Bring Fruit 4 th February	Boys 8.55am-11.30am Bring Fruit Girls 12.30pm-2.40pm Eat lunch before coming Bring Fruit 5 th February	Girls 8.55am-11.30am Bring Fruit Boys 12.30pm-2.40pm Eat lunch before coming Bring Fruit 6 th February
Week 2 Bring Lunch	8.55am - 12.30pm 9 th February	8.55am - 12.30pm 10 th February	8.55am - 12.30pm 11 th February	8.55am - 12.30pm 12 th February	8.55am - 12.30pm 13 th February
Week 3 Bring Lunch	8.55am - 12.30pm 16 th February	8.55am - 12.30pm 17 th February	8.55am - 12.30pm 18 th February	8.55am - 12.30pm 19 th February	8.55am - 12.30pm 20 th February
Week 4 Bring Lunch	8.55am - 12.30pm 23 rd February	8.55am - 12.30pm 24 th February	8.55am - 12.30pm 25 th February	8.55am - 12.30pm 26 th February	8.55am - 12.30pm 27 th February

From Week 5 onwards - children attend 8.55am – 2.40pm (full time) 5 days a week for the remainder of the year

- It is possible that swimming lessons for Pre primary children will be held in Weeks 5 & 6 of Term 1. *Parents will be advised of the dates.*
- It is possible that during Week 1 a Lion Dance will be held and all the children will attend in the morning. (For the previous 2 years this has been on a Friday). *Parents will be advised.*

2. WHAT TO BRING

Every Day

- ◆ One piece of fruit for morning tea. Vegetables, cheese or dried fruit can also be brought to add some variety. Popcorn must be plain and **NO** savoury or sweet biscuits/cakes. Treats are reserved for special days such as birthdays.
- ◆ **LUNCH** will be required after Week 1 (please read the information page about lunch in this booklet)
- ◆ A **school uniform hat**, to be left at school at all times. **PLEASE NAME**
- ◆ A **School Bag**. The bag needs to be big enough to hold lunch boxes, library bags, school work send home and a jumper (ie, not tiny back packs). However, it cannot be too big as hanging room is limited (ie, not gym bags). **PLEASE NAME**

Beginning of Year – Stationery Requirements/Fees

Parents will receive a list of stationery items your child will require in Pre primary. These can be ordered through the school *before* the end of the year. Please ensure that **ALL ITEMS** are brought to school on **ORIENTATION DAY**.

◆ *Amenities and Contribution*

There is an amenities charge of \$50.00 and a P & C contribution of \$20.00 per child per year (total of \$70.00). For convenience and ease of collection these fees can be paid when ordering your stationery through the school. The money is spent during the year to purchase materials for the Education Programme.

Please note that individual teachers will advise parents on other materials required

3. PUNCTUALITY

Arriving on Time for Commencement of School

Children arriving late for a session disrupt other children and the learning session. Also the teacher must mark 'late' on the roll.

Arriving on Time at the End of the Day

Your child will feel more secure if you collect your child promptly. There is nothing more upsetting or unsettling to a child, who is making his first step away from home alone, to doubt if mother is really coming back. Children are kept inside at the end of each session until parents arrive. Please come to the door when collecting your child.

4. ABSENTEE NOTES

New Department of Education procedures means that a written note must be given for absences and when late. (If the child is going to the Dentist, handing over the appointment card is sufficient)

5. SAFETY

All parents must deliver their child to the teacher inside the Pre-Primary Centre.

Children **MUST NOT** be dropped off in the car park or left outside the Pre-Primary to walk in alone.

If someone different is to pick up your child, parents must complete all details in the register which will be kept inside the door of each Centre.

For child safety reasons the Pre Primary teachers ask you **NOT** to pick up your child during the lunch break (12.20pm to 1.00pm) If you need to pick up your child in the middle of the day, please do so before or after the lunch break.

6. HEALTH

The school has a policy on administration of medication (see Medication Policy at the end of this booklet). Please provide your child's teacher with the appropriate forms if medication is required on a regular basis. Keep in touch with the teachers on matters concerning your child's health and well-being. Often a change in routine at home, such as Dad or Mum in hospital, sickness in the family or one parent away may cause an unhappy child.

Remember, although your child may plead with you to let him/her come to Pre-Primary when they are unwell, be firm and only let them attend when they are in no danger of infecting others with their illness.

Sudden Sickness or Accident

Minor injuries during the day are normally attended to at school. In cases of illness and in more serious emergencies every endeavour is made to contact a parent to arrange for the child to be collected from school. **In extreme emergencies the child may be taken directly to a Doctor or Hospital before parents can be notified**

7. CLOTHING

As some activities are messy, we like children to be dressed in comfortable and easy to wash clothes. Long dresses are unsuitable for climbing, sliding, mat work, etc. Trousers should not be too long as they drag on the ground and can cause tripping and get wet on the grass. Leg-ins are much more practical than tights as children can take their shoes off and still have warm legs The children need to wear footwear. Easy slip on shoes or sand shoes for winter are preferable and sandals for summer. (Please read the Shoe Policy on page 10 in this handbook on page).

Please mark all removable clothing with your child's name.

8. **SCHOOL UNIFORM AND HATS**

All Pre Primary students are required to wear a dark green regulation school hat.

Hats are available from the Canteen at any time.

The wearing of other items of school uniform is optional for Pre Primary children. School clothing is available for purchase at the Uniform Shop in the Undercover Area on Tuesday mornings from 8:30am to 9:30am or by placing an order in the box in the school office for delivery to your child's class.

It is very important to **CLEARLY MARK** any items of *school uniform* clothing with your child's name as all the clothes look the same.

9. **FAVOURITE TOYS**

Children like to bring favourite toys to Pre-Primary, but this is discouraged as often things may be lost or broken. There will be times when children are asked to bring something special from home for news or special activities.

9. **WHAT WILL YOUR CHILD DO AT PRE-PRIMARY?**

Your child will play, but don't dismiss this statement lightly. The play is carefully planned and suited to the needs of the children. Children will learn skills, knowledge and ideas through this play.

How does a child learn?

1. By first hand experience - this is essential and is basic to all learning throughout life. It comes through seeing, touching, hearing, smelling, tasting, and using whole body movements and feelings (emotions). All the senses are used in forming a concept and understanding.

2. The child must also personally re-construct his/her experience through play. Play is a vital part of the pre-primary programme which can be seen wherever the children are - in the home corner, playing with dough, busy with art activities, either inside or outside. Play to a child is work, and by doing something is how a child learns.
3. A child also learns by questioning. How often do we hear how, when, why? A child is usually sincere in wanting to know and the continued questioning is how he/she sorts him/herself into the scheme of things.
4. By reasoning - a child's reasoning is often not like an adult's because experience is limited; therefore, the conclusions reached may not be very accurate. However, we must encourage reasoning and help to develop understanding.

Your child will learn:

1. To continue to develop a positive self image. To know he/she is special and has something unique to offer to others.
2. To continue to develop independence - eg furniture and fittings are scaled to child's size thus he/she can do things without adult help.
3. To express him/herself in speech, music, drama, and art activities.
4. To communicate and have a good relationship with others.
5. To respect ideas, property and feelings of other children and adults in the centre.
6. To build on their curiosity so they are eager to experience and learn new things.
7. To observe, question and organise their thinking about the world.
8. To achieve basic skills and knowledge essential to future learning in literacy and numeracy.

10. HOW CAN PARENTS HELP IN A CHILD'S LEARNING?

Printing

If you wish to teach your child to write his/her name, please use the correct form of lower case printing and show him/her the correct pencil grip. It is difficult if your child has to re-learn to print his/her name and it often takes a long time for the child to change if taught incorrectly. Bad habits are hard to lose! (See attached sheet for the Victorian Modern Cursive style now used in West Australian Schools).

K-7 Primary Education

There is regular interaction between the teachers from K-7 which develops a better understanding of the whole process of education. In particular, the pre-primary and year one teachers regularly discuss matters of common concern. During the year, the Pre-Primary children will have ample opportunity to become familiar with the physical layout of the school and the year one area in particular.

The general administration of the K-7 complex is carried out by the Principal.

11. PARENT INVOLVEMENT

Parents, come and share yourself with the children and the staff. You may have a talent (eg music art, cooking, weaving, pottery) which can enrich the programme or take part in the existing programme. We also ask parents to help with the preparation of fruit, activities and in any general cleaning that may be needed.

Roster

Mothers and fathers are both welcome to spend sessions in the Centre. It is a good way of getting to know how the Pre Primary programme operates and what your child is learning.

The smooth running of the programme relies on the assistance of parents, therefore, it is important that **younger children do not come on roster**. Please sign on for a day that suits you. (Two sessions **per term** if possible). If you are unable to attend, please let us know so that we can make alternative arrangements.

Mothers who work are asked to arrange a time to suit themselves. Fathers are also welcome, or maybe a grandparent could come. Please nominate on the rosters the days you can attend - approximately twice per term.

The rosters will be on the parent noticeboard on display in each unit.

Communication

- Each family in the school receives a Newsletter every second Monday. This is given to the eldest child in each family. A Term Calendar is issued at the beginning of each term to indicate Newsletter days.
- It is vitally important to attend any function of the Pre-Primary as parents play an important part in bridging the gap between the home and school.
- Watch out for important notices on the Pre Primary Unit windows well as read all the notes sent home. Please check your child's school bag daily.

Junk Materials

Due to limited storage space and our current stock, teachers request parents to save recycled items at home, until they are needed for specific activities.

Paint Stains

To remove Pre Primary paint from clothes – first soak in cold water overnight, rub with bar soap, then wash as normal. Hot water will result in a permanent stain

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12. LUNCH AT PRE PRIMARY

From Monday 9th February 2009 (second Monday) the children will need a packed lunch every day. Initially our lunchtime will not coincide with the school, so the canteen facilities will **NOT** be available. Canteen will start later in Term 1. A note will be sent out about how to order lunches, closer to the time.

Over the next three weeks, lunch time will be a time of instruction.

We will be emphasising:

- The need to put lids on drink bottles and lunch boxes.
- The need to throw out left over portions in drink boxes and commercial containers of yoghurt and fruit salad (they cannot be re-sealed and therefore spill into bags).
- The need to eat healthy food first.

Parents are requested to send in healthy lunches that sustain the children for the rest of the day, as there is no afternoon fruit time. Refillable water bottles are ideal for drinks. Water is also available as the water fountain.

- Names on lunch box lids, as well as lunch boxes, are necessary. Names are also needed on drink bottles, shoes and jumpers.
- Please wrap all food as ants are a problem in our classrooms. Consider using sandwich bags rather than glad wrap as the children find glad wrap hard to undo.
- Insulated lunch boxes are useful as children's lunches are not refrigerated (there is no room).
- Check the lids on your containers are able to be easily removed.
- We do not have heating facilities.
- Remember to add spoons/forks if necessary. Toothpicks are useful.
- No lollies/chocolates are allowed to be eaten at lunchtime.

Once the children start full-time, Pre Primary students at Winthrop Primary School will have lunch together. One staff member will supervise children.

If at any time during the year you need to pick your child up in the middle of the day, **please do so before or after the lunch period**. This is for safety reasons as the supervising teacher does not know each child's authorised "pick-up people"/parents. When the children attend full-time the lunch period is 12.20pm – 1.00pm.



13. PEN HOLD

Speed of writing and ease of writing (no pain or fatigue) are facilitated by a correct pen hold. These factors can affect a child's performance in higher grades so it is essential that children are taught the correct pen hold when they first write. An improper grip is difficult to correct so parents should monitor that their child does not fall into the bad habit of using an improper grip.

A child needs to develop and strengthen their fine motor control (small movements with fingers/hands) to be successful at printing.

Some ideas that encourage development are:

playing with Lego

finger plays and finger movements to music

bead threading, sewing and lacing

paper tearing (esp small pieces), scrunching

peg clothes on line

play dough and plasticine manipulation with fingers

picking up very small objects (eg nails) off the floor/table

twisting pipecleaners

playing the piano

using keys in locks

doing up buttons

screwing lids on jars/water bottles

GRIP

The correct pen hold is pictured below.

The thumb and third finger (tallman) should hold the pencil firmly but not too tight. The index finger (pointer) should rest lightly on the pencil to guide it; the child should be able to lift this finger without dropping the pencil. The fourth and fifth fingers allow for speed and a relaxed hand so must be left free. The thumb pad should touch the pencil. The grip is similar to the one used to pick up a small bead.

The pen should be held 2-3cm from the point. A left hander should hold his/her hand further away from the point of the pencil than a right hander. This discourages the child leaning too far forward or curving their wrist to see the tip of the pencil.

See your class teacher for the best commercial pen holder for your children (they go over writing implements to assist correct pen grip).

POSITIONING

Body posture and paper positioning are also very important.

◆ The non writing hand should hold the paper.

◆ The paper should be placed a little to side and tilted.

◆ The wrist should be straight and resting on the table. Discourage a hooked wrist position, by positioning the paper away from the child.

◆ Encourage finger movements for writing instead of wrist, forearm or elbow movements.

A child should be encouraged to do lots of large drawing and patterns before they are required to do small work such as letters.

They can follow patterns, which can also teach left to right. Pre-drawn pictures can be filled with patterns.

15. SHOE POLICY

The Pre Primary teachers at Winthrop Primary School are trying to balance safety when climbing (ideally without shoes) with hazards on the ground (ideally with shoes).

Underlying Principles

- ◆ Parents have the right to insist on children wearing shoes at all times.
- ◆ Teachers know that certain activities are more effective and safe when children's feet are bare.

POLICY

- ◆ The Gardener rakes the sand pit every Monday and does a visual inspection of the yard for hazards.
- ◆ Shoes are hazardous for climbing activities which form a large component of outside play. Therefore children will be encouraged, but not compelled to remove their shoes before climbing.
- ◆ Children wearing unsuitable shoes will be barred from climbing unless they remove their shoes. For example, this means children in leather-soled shoes and surf sandals must take off their shoes if they are to climb. Parents are encouraged to take this into account when choosing the shoes their child wears to Pre-Primary,
- ◆ The children will be given instruction (lessons) on the possible dangers of climbing and be encouraged to spot hazards.
- ◆ Parents are asked to acknowledge that sand and water play at Pre-Primary can damage shoes. They are therefore encouraged to supply shoes that their child can take off and put on quickly, to allow flexibility in the decision to wear shoes for particular aspects of outside play.

**PLEASE MAKE SURE THAT SHOES ARE CLEARLY
MARKED WITH YOUR CHILD'S NAME**

PLEASE NOTE: Leg-ins are more practical than tights as the children can take their shoes off and still keep warm legs.

16. 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 borrow.

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.

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.

SHORT TERM SELF ADMINISTERED	LONG TERM SELF ADMINISTERED	STAFF SUPERVISED/ ADMINISTERED
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
FORMS USED	FORMS REQUIRED	FORMS REQUIRED
Use "Student Medication Request/Record" form	"Student Medication Request/Record" form	"Student Medication Request/Record" form. "Medication Instruction from Prescribing Doctor" form.
STORAGE	STORAGE	STORAGE
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).
SCHOOL RECORDING	SCHOOL RECORDING	SCHOOL RECORDING
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 provide 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

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.