
Lost Property

Items of lost property are returned to students if they are clearly labelled. Each year we have vast amounts of unlabelled clothes left unclaimed. The Lost Property Co-ordinator checks the lost property collection sites regularly and returns all labelled items to students. All unnamed items are stored and are available for collection.

Medical

MEDICATION

If your child requires the administration of 'over the counter' medications at school, the medication needs to be sent to school with a doctor's letter and a completed Administration of Medication form, signed by the parent/guardian. These medications should be handed to the school nurse.

Any prescription medication your child needs administered at school must be handed to the school nurse or your child's teacher. It must be in the original packaging, with the child's name, with full instructions as to the dose and time of administration and a completed Administration of Medication form, signed by the parent/guardian.

Parents/guardians of asthmatic children need to sign and complete a yearly Asthma Management Plan, detailing the child's current asthma treatment.

Any child with a medical condition such as Epilepsy, Diabetes, etc requires a management plan to be completed at the start of each year.

ANAPHYLAXIS

It is the responsibility of the parent/guardian of any child with a life threatening allergy (anaphylaxis), to notify the school and complete an Anaphylaxis Management Plan each year. It is also the responsibility of the parent/guardian to supply the school with an EpiPen for the child.

MEDICAL EXCLUSIONS

The School Exclusion Table (see chart on page 24 of this booklet) lists the minimum period of exclusion from school for students with infectious diseases or in contact with infectious diseases.

FIRST AID

The College has a full time nurse on each campus and parents manning the First Aid Room from 9.00am - 3.20pm. When injuries occur that require medical attention, every endeavour is made to contact parents before medical attention is sought.

The First Aid Room is for emergencies only and sick children must be collected by parents/guardians on instruction from first aid attendants.

Out of School Hours Care

The Before School Program is available from 7.15-8.45 am and After School Program from 3.20-6.00pm. Registration forms are available from the Out of School Hours Coordinators for parents wishing to use the service, either on a permanent or casual basis.

Casual bookings can be made with 24 hours notice by calling the Out of School Hours Coordinator at your child's respective campus. The Out of School Hours Co-ordinator can be contacted during operational hours on 0418 108 649 (Taylors Lakes) or 0418 108 465 (Keilor).

The program provides quality care for students from Prep - Year 8. A wide range of activities are provided, including craft, cooking, recreational and sporting activities and a quiet space for homework.