

Aetaomah School



PARENT INFORMATION HANDBOOK 2025

Welcome to Aetaomah School.

This booklet is a guide to our school and contains suggestions for making your child's experience here a warm, happy and successful one.

*Office Hours
Monday to Friday
8.30am - 2.30pm*

Contents

Pages

3	Term dates
4	Our school
5	Enrolment process
6	Fee Policy
7	Fee agreement
8	School hours and absences
10	Car park etiquette and safety + duty of care
11	Bus travel
12	Bus travel passes and school drive subsidy
13	Illness and head lice
14	Food and nutrition + media, screens and social media
15-16	Clothing and dress code
17	Class needs
18	Festivals and celebrations
19-21	Key policies



Term Dates 2025

TERM 1	Tuesday February 4 rd – Thursday April 10 th <i>(2 weeks holiday)</i>	(10 weeks)
TERM 2	Tuesday April 29 th – Thursday June 26 th <i>(3 weeks holiday)</i>	(9 weeks)
TERM 3	Tuesday July 22 nd – Thursday Sept 18 th <i>(3 weeks holiday)</i>	(9 weeks)
TERM 4	Tuesday October 14 th – Thursday December 11 th Kindergarten last day Thursday 4 th December	(9 weeks)

Summer Holidays: Monday December 14nd, 2025 to Monday February 2nd, 2026 *Back to School on Tuesday February 3rd 2026. TBC end of 2024.

TERM PUBLIC HOLIDAYS – 2025

Friday 18 th April	Good Friday
Monday 21 st April	Easter Monday
Monday 9 th June	Kings Birthday

Our School - A look into Steiner Education

Aetaomah is a Kindergarten to Class 8 School based on the educational principles of Dr Rudolf Steiner. At the heart of the educational approach is the understanding of the child as a human being in the gradual process of incarnating into a relationship with the physical world. To really understand this world requires an imaginative, artistic approach. To educate in accordance with the natural development of the child requires creative artistry and imagination.

The incarnating human being develops through recognisable physical and mental stages from birth to change of teeth, where the physical organism is consolidated. Trying to stimulate intellectual processes and introducing screen technology at this stage impedes the development of the physical organs leading to potential problems later in life. A nurturing environment based on imitation of adults and creative play in the natural world is what the young child needs. In the school this is supported by activities such as content-based songs, modelling, drawing, painting, handwork and gardening, encouraged by the child's natural instinct to imitate the teacher.

The next stage, from the change of teeth to puberty, sees the social aspect and the unfolding of an imaginative relationship to the outer world. The child has an inner need for an authority to set the examples of how to act in the world. The intellect in association with imagination and creativity is preparing to unfold. The rhythmical processes, particularly the heartbeat/breathing relationship are consolidating. A day based on rhythm and a respected authority is important to lay the foundations for physical, emotional well-being and a healthy free thought life.

There is an abundance of evidence to show that at this age "screen time" inhibits the learning and creative processes at least before age 9. This is becoming dramatically evident where screens are replacing much of the time parents used to spend talking and singing to their little, even pre-birth children, which is having serious consequences for children's speech development.

From around puberty the principles of love and critical, reasoned thought are released and need to be nurtured to allow the young person to develop into freedom.

The key to our approach is from play to Beauty to Work.

Enrolment Process

It is important that parents wishing to enrol their child at our school be aware of the school's culture and the responsibilities of both parents and children before committing to the school. Please read this booklet carefully before proceeding with the enrolment form.

All applications will be processed in order of receipt and consideration will be given to the applicant's who support the ethos of the school and siblings already attending the school. Class availability being a significant factor.

For first steps, please email the below details to the school with your *intent to enrol*.

1. Child's full name:
Date of Birth:
Class entering:
Legal guardians' names (All guardians responsible for the child must be included):
Home address:
Is your child currently enrolled anywhere else?
Why have you chosen Aetaomah School for your child?

2. Once received, we will be in touch via email. If we have space or a space becomes available for your child/children, we will organise a time to come to the school for an interview.

Please note that we mostly only accept families within a 30km radius due to the volume of applicants we need to ensure local families are catered to and to limit travel time for the child.

We will then conduct a formal interview with the prospective parents and child to discuss school details and expectations, child and family situation and any special circumstances: family, medical, diet, disabilities, allergies, special gifts and talents, particular interests etc.

Parents need to inform the school of any health-care and disability needs and liaise with the teacher in relation to any medical issues the child may have and if necessary develop a management plan.

The enrolment process is as follows:

- 1) **Internet to enrol emailed to contact@etaomah.nsw.edu.au**
- 2) If a space is available we will **secure an interview time** for you and your child to visit the school and meet the teachers. It is important that we meet all guardians responsible for the enrolment of the child.
- 3) **If a place is offered** for your child we will send a letter of offer pending Enrolment contracts, any relevant Court Orders and payment of the enrolment fee.
- 4) An invoice will be sent for **payment of the Enrolment Fee via Edstart**.
- 5) Once we have received all of the above, **a letter of Acceptance will be sent to confirm the enrolment of your child**.

Following enrolment confirmation the individual Class Teacher is the primary point of relationship between parents and the school. When you need to discuss your child, please make an appointment to meet with the teacher through the School Office.



Fee Schedule

Enrolment Fee - \$300 per child (To be paid before admission and accepted). This fee is non-refundable)
*If the student does not commence the enrolment, the enrolment fee will not be refunded unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.

2025 Fee Schedule

Kindy:

1st Child	-	\$760 per term
2nd Child	-	\$610 per term
Craft/Materials Levy	-	\$120 per year

Year 1 to 8:

1st Child	-	\$850 per term
2nd Child	-	\$700 per term
Craft/Materials Levy	-	\$200 per year

No fees apply for subsequent children

Class Trips

Class trips and excursions are an important part of the Aetaomah learning program and arise out of the educational impulse of the teacher and class. Class trips usually occur in the second part of the school year and can range in costs from below \$100 per year for the younger classes up to \$1000 per child for an older class trip to the snow.



Fee Agreement

Aetaomah is a not for profit organisation and all school fees and levies are used for your children's education and the provision of all related facilities.

Payment of Accounts

Enrolling your child at Aetaomah includes making a commitment to paying for the education that is provided during the enrolment period. We try to keep the fees to a minimum. To do this it is expected that all parents when enrolling their children are able to commit to meeting the financial obligations by the due date each term.

- Enrolment Fee of \$300 is to be paid prior to acceptance of a position at the School. If the student does not commence the enrolment, the enrolment fee will not be refunded unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.
- All fees are paid through our payment partner Edstart and prior to commencement of Enrolment, your account must be created with Enrolment Fee paid in full.
- Camp and excursion fees are charged in addition to scheduled Term fees must be paid by the required date.
- Excursion payments under \$100 may be paid in cash as requested by the Office.
- The enrolment fee accompanying this application is non-refundable.
- Upon acceptance of an offer, all signatories to the terms and conditions will be jointly liable for all payments to the school.
- The School must offer one full Term notice for fee increases to currently enrolled families.

Instalment Plans with Edstart

If you're unable to pay in full, Edstart can make it easy for you to manage your school fee payments. You can pay monthly, fortnightly or weekly by choosing a plan that fits your budget.
Apply at : edstart.com.au/aetaomah

Extra charges

The term fees cover tuition.

The craft levy is charged for resources such as books, crayons, pencils, craft materials and other items such as compasses, calculators and recorders which are given out in different years. There may be extra costs in the older classes when they do large projects.

Outings, school camps and other materials will need to be paid for prior to the event.

Enrolment fees - there is an enrolment fee of \$300 per child which is non-refundable and goes straight into resources and growth of the school.

School Hours & Absences

School Hours

- ★ School hours are between 8.20am and 2.35pm Monday to Friday.
- ★ Kindergarten hours are between 8.20am and 2.35pm Monday to Thursday.
- ★ Supervision begins at 8am and ends at 2.45pm.
- ★ The starting times include social time before lessons start. This can be important in the social fabric and the work output of the classes.

Punctuality

Is very important at our school. Lateness can be disruptive to the class and can also be embarrassing for the child who has to walk in during the lesson. If it is unavoidable, please sign in at the office and accompany your child to the classroom to ease their discomfort. It is appreciated that children arrive at school **no later than 8.20am** and be collected at 2.40pm. Young children can become quite anxious if their parents are not on time for collection. Please ensure that pick-up arrangements are made clearly before morning drop-off with your child/Children. They can become anxious through the day with uncertainty and can find it hard to deal with last minute change of plans. Social arrangements will not and are not to be made between the Office and Children.

Absences

If your child is away any day, you must ring or email to let us know in the morning by 9:30. The phone call or email lets us know that your child is safe. If we know to expect a call when a child is away we can check further. This is for the protection of your child.

Parents by law are required to send their children to school on every school day. The only exceptions to this are illness or exceptional circumstances. We aim to reduce the number of student absences as all of the research and evidence indicates that even missing out on a few days of schooling can have a negative effect on a child's learning.

The first and last days of term are as important and as much a part of the term as the other days; in fact often a lot of work is aimed at the end-of-term presentation.

If your child is absent for any reason, NESAs requires that you give formal notification to the School giving the **reason for the absence**. All absences for either a partial or full day require written notification. The office is required to keep a record of all absences and any late arrivals or early departures. **The note is a legal requirement and we are obliged to mark the roll ABSENT WITHOUT REASON** if one is not received. This will also be reflected on their School Reports.

Where a student will be absent for reasons other than illness and in excess of 5 school days parents must apply for exemption from attendance. Applications must be made PRIOR to the planned absence. Parents wishing to apply for exemption for absence in excess of 5 days will need to complete the Exemption for Attendance Application Form. The form can be collected from the Office.

We appreciate that occasionally absences are unavoidable.

Please be aware that a child having a day off is no small matter for the teacher or the class. Days and weeks off by a child adds to the teacher's work load and slows the progress of the rest of the class if the child needs help to catch up. Helping a child who has missed a day to catch up can be very disruptive to the child. The best thing for a child's will-development is turning up same time every day.

We may only grant days off due to:

- exceptional domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child;
- other exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate;
- the child being prevented from attending school because of a direction under section 42D of the Public Health Act 1991;
- employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice

HOLIDAY SUGGESTIONS

The 3rd week's holiday in the winter and spring breaks are a great time to take advantage of cheaper holiday accommodation prices. Please use this time rather than the end of term to book family holidays for which we can only give approval in rare circumstances.

Carpark Etiquette and Safety

Afternoons

Safety at the car park and the children's well being is paramount.

It is important that vehicles travel **CLOCKWISE** around the car park.

The idea is that the children **DO NOT** walk across the actual driveway.

* Kindergarten – Class 2

Parking is in the area between the front kindergarten footpath and the staff parking on your left before the exit. It is marked with a sign saying Junior Parking.

* Class 3 – Class 8

Parking in on the left as you enter the school gates.

School leaving time is 2.40pm. Whilst we appreciate and do not seek to discourage parents socialising, the children sometimes do. Supervision ceases at 2.40pm and we are not able to supervise children beyond that. We often have school or personal commitments after this time and WHS regulations mean that we have to state a clear cut-off time. Full supervision must be given to your children while they are in your care outside school hours

If you wish to socialise, please feel free to come early and do so, but please be mindful of the children in class and keep well away from classrooms. The social aspect is an important part of the school community life.

Duty of Care

Knives

It is illegal for children to have knives of any description at a school. Any such items will be confiscated by the teachers and returned to parents.

Pets

Due to animal regulations, Workplace Health & Safety regulations, concerns about dog attack, lice etc., NO pets are to be brought onto the school property without approval by the teachers.

Substances

Smoking, alcohol and drugs are not permitted on school grounds or in the buildings.

Social Networking

Social networking will not be available through school notices.

Bus Travel

Many of the children at our school travel to and from school on a bus each day, including very young kindergarten children. It is therefore very important that all children travel to school in a safe and comfortable manner, as the journey will have a great impact on the day ahead. To ensure every child's safety and the comfort of all passengers and driver on the bus, a 'code of conduct' has been set by the bus companies and should be adhered to by all those using the bus service. Disobeying these rules may lead to the withdrawal of school bus travel passes and/or prosecution.

Code of Conduct

The School Student Transport Scheme set the following 'code of conduct' as a manual for schools, published by Transport NSW:

- behave safely at all times
- respect the needs and comfort of other passengers
- behave appropriately at all times (no offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus)
- protect all property and report and vandalism
- show their travel passes when requested
- only use the travel pass for its intended purpose
- maintain possession of the travel pass at all times
- follow instructions about safety
- adhere to the law that bans smoking
- no eating or drinking (water permitted)
- keep arms and legs and other parts of their body inside the bus
- only attract the attention of the driver in case of emergency

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and driver. For this reason it is also recommended that the following directions be practiced:

- sit down on the bus (no kneeling on seats) and no changing seats
- talk to the people around you quietly, as loud noises can distract the bus driver
- smaller children get on the bus first and off the bus last
- smaller children to always sit at the front of the bus and must sit with a sibling where possible
- stand well away from the curb when bus is approaching
- no running or ball games at the bus stop

The parents should ensure their child's safety by talking to their child about the above 'code of conduct' and what is required of them when travelling on the bus. Please help your child have their bus travel pass clearly visible on their school bag.

Bus Travel Passes

Buses travel from Murwillumbah, Uki, Mt Burrell, Lilian Rock and Nimbin to Aetaomah School. Transport NSW provides subsidies to assist school students. <https://transportnsw.info/school-students>.

Applications for student bus passes are done online. The School Student Transport Scheme (SSTS) provides eligible students with free or subsidised travel on public transport between home and school.

To apply follow these steps:

1. <https://transportnsw.info/school-students>
2. choose “School Students”
3. Click on “School Student Transport Scheme (SSTS)”
4. Apply at bottom of the page

If you don't have internet access or need assistance call 131 500.

School Drive Subsidy

The School Drive Subsidy is for parents of students who have more than 1.6km to travel to the nearest transport pick up, or if there are no available buses.

The School Drive Subsidy may help towards the costs of driving children to school if you live in an area where there is no public transport. Go to <https://transportnsw.info/school-students> and click on School Drive Subsidy.

Illness and Head Lice

Illness

If your child is ill with an infectious or contagious condition they must not be brought to school. Children should be well enough to participate in all aspects of the school day, including outdoor activities. If a child becomes ill during the school day, the teacher will inform parents and arrange for your child to go home.

Head Lice

As a parent it is your responsibility to ensure that your child does not have head lice. Please be vigilant and check your child's hair thoroughly once a week. It is unbelievably frustrating for families who take the time to ensure their child's hair is lice-free only to have it re-infected next day by another child.

If your child is found to have head lice you will be called to the school to come and collect him/her.

Lice are annoying, blood-sucking parasites. If your child has head lice, they are by law are not allowed at school. Head lice are relatively easy to control. Below are listed some methods employed. These are common methods within the larger community and are not specific directions from Aetaomah School. It is suggested that parents research various method and arrive at a solution that most suits your family.

1. Conventional products.....available from the chemist.
2. Heat from hair dryers (be thorough)
3. Hair conditioner (generous application left in for 15 minutes and combed with a fine-toothed nit comb)
4. Drops of 100% essential oils mixed with oil or conditioner, e.g. Sassafras or lavender. Saturate hair and scalp thoroughly and wrap in towel or shower cap for at least 10 minutes.
5. Removing all lice and eggs on a daily basis with nit combs. This requires constant vigilance, thoroughness and much time, but is very effective.
6. Other products available at health food outlets, e.g. Liceguard, Licebuster etc.

Please note: children and those around them can be sensitive and may react to the odours and properties of different chemicals and oils. Use with care and monitor carefully.

Nits or the eggs are much harder to eradicate, poison being the only method with any chance without the repetitive combing with nit combs. The eggs are

attached to hair strands about 1-2cm from the scalp and develop over 10 to 20 days when they hatch into lice and begin to grow. Being immature they cannot breed for several weeks. At this point methods 2, 3, 4 and 5 must be repeated several times over a period of two weeks to deal with nits as they hatch into lice before they develop into the adult stage.

Once free of lice it is important to be vigilant.

Checking children's hair daily can be a warm, bonding experience between parent and children.

Food and Nutrition

An important part of education is nutrition, learning healthy eating habits (CHEW MORE EAT LESS) and the disposal of scraps.

A hearty and healthy breakfast is encouraged before coming to School. A well fed child has higher concentration levels and gives a good start to the day.

A simple and nutritious lunch is best for your child. Try to avoid too many choices especially for young children as it becomes very difficult for them to decide what to eat. It is important your child learns to start and finish all their lunch, so please do not overload your child's lunch box. A healthy sandwich, nori rolls, homemade baking and a piece of fruit is a good guide for your child's lunch.

A reusable water bottle is to be used every day. The School provides filtered water for refills.

Poppas and pre-packaged, snack-type creations are not suitable.

We wish to recycle and keep rubbish to a minimum, so no plastic wrap or foil. Please use re-usable containers where possible.

No lollies, chocolate or crisps and sugary foods even if home made.

Media, screens and Social Media

Steiner education is based on a curriculum responsive to the developmental phases in childhood. With this in mind, experience shows that electronic media (television, computers, mobile phones, play stations etc) can seriously hamper the development of a child's play skills, imagination (a faculty which is central to the healthy development of the individual) and learning capacities .

Strictly no electronic screens, phones or electronic devices are to be in student bags or used by the students on School premises or the School bus.

After School collection must be arranged prior to drop-off each morning so there is no need for mobile phones to be present in School bags for this reason.

Clothing

We do not have a uniform but clothing needs to be suitable for artistic and physical activities.

The clothing guidelines are designed for comfort, health and protection as well as enabling a degree of self-expression.

All clothing should be labelled with your child's name especially for younger children as they often find it difficult to distinguish their own clothing.

DRESS CODE

- Dresses, skirts and long blouses, light weight slacks, loose-fitting track pants, loose-fitting knee-length shorts.
- Loose, casual clothing, appropriate for an active day of work and play is ideal. Neat, tidy, non-tattered clothing is expected.
- Shorts can be brought in to change into for tree-climbing and sporting activities.
- Tights, only when worn under a dress or skirt.
- Socks and shoes.
- Not bikinis for swimming.
-
- Light-weight, loose-fitting slacks and shorts. Plain coloured shirts or t-shirts, which are available at the uniform shop in Murwillumbah. Socks and shoes.
-
- Swimmers, towel, broad-brimmed hats (NOT CAPS) and rash shirts are essential in spring and summer. After winter the children will not be allowed in the sun without a broad-brimmed hat which you can purchase through the School upon Enrolment.

The following items are NOT ACCEPTABLE:

- **Thin-strapped dresses and tops, elastane stretch tops, mini-skirts or mini-shorts.**
- **Singlet tops, bare-back and bare-midriff attire and tight clothing in general are not appropriate.**
- **Black clothes**
- **Board shorts and jeans are not appropriate.**
- **Clothing of any type with brand names, written messages (regardless of their virtue), drawings and graphic images are not appropriate for a school situation.**
- **Bikinis are not acceptable at swimming.**

Hair and Grooming

- Please keep hair and nails neat, tidy and their natural colour. Any children with dyed hair will not be admitted to school until the natural colour is restored.
- No aerosol cans (hair spray or deodorant etc.) are to be brought to school.
- Make-up and nail polish are not to be worn to school.
- Children are to wear hair that is not in their eyes, nor are they to have shaved hair.
- Long hair below the shoulders must be tied up.

Jewellery

- Jewellery is not acceptable; often it is not safe in a physically active young group. Rings in ears and elsewhere are not appropriate and are potentially unsafe.
- Clear flat single studs can be worn if necessary to prevent closure. These can be purchased from the cosmetic shop or some chemists.

Footwear

The children will often go on walks, so footwear needs to be sturdy, waterproof and comfortable, offering protection on uneven terrain. Plastic shoes, thongs, backless shoes, platform soles and high heels (as a guide, keep heels less than 2.5cm high) are not acceptable. The children are expected to wear shoes when leaving school at the end of the day.

River shoes are expected for River Activities and River Swimming.

Tattoos

No fake or real tattoos or writing on skin.

Class Needs

Classes 1-7

- Indoor slippers. These can be found at www.sunshadowslippers.com.au please no loud or impractical slippers.
- Drink bottle
- River shoes

Kindergarten Needs

- Each child will need to purchase and label their own sturdy trowel which will stay in Kindergarten and then move to Class 1 with them.
- Slippers – please visit the following web site for good indoor slippers:
www.sunshadowslippers.com.au
- Sun hat with a wide brim will be provided by the school.
- Complete change of clothes (including underwear and socks) in a separate cloth bag. This may be kept at school. Please note when your child brings home dirty clothes, that those at school will need replacing
- Enough lunch for 2 lunches
- Water bottle
- Socks – plain colour with no logos
- Good sturdy shoes (we often take spontaneous walks – thongs are unsuitable)
- Umbrella and gumboots to leave at school for ‘rain walks’ and gardening

Do Not Bring

- Toys, electronic games, I Pods, I Pads, MP3’s, mobile phones. These will be confiscated and returned to parents if brought to school.
- No aerosol cans
- Knives – it is against the law for children to bring knives to school.

Festivals and Celebrations

One of the important features of the school year is the celebration of the seasons, in festivals, to which the children look forward.

In autumn we develop the capacity for standing and delivering speech in groups or as solo presentations. This helps give an inner strength in the season where there is a feeling of descent and dying off in the outer and inner worlds.

Winter is a time for tone, colour and singing. Painting and other colour experiences as well as the joy of singing together are important.

Spring, in contrast, is a time of regrowth; Life movement presentations strengthen the feeling of this time of rebirth.

In summer, at the end of the school year, drama presentations enhanced by the discipline of musical performance are developed.

We look forward, as do the children, to sharing these events with parents. In the nature of celebration often food and drink are consumed at these events.

Key Policies

See school website for full Policy and Procedures + Code of Conduct for Parents

1. ANTI BULLYING POLICY

ANTI-BULLYING POLICY

Aetaomah School considers bullying to be an unacceptable form of behaviour which will not be tolerated under any circumstances.

We have the responsibility to foster an educational environment where there are no barriers to learning and where all students, staff, parents and visitors feel safe and valued.

ANTI-HARASSMENT POLICY

All members of the school community have the responsibility to conduct themselves in a manner that does not condone any form of harassment by another person.

If harassment does occur, either through thoughtlessness or intentionally, we will endeavour to initiate effective procedures based on the principles of natural justice to provide a satisfactory resolution for the complainant. This process will strive to recognize individual rights and enable all parties to keep their sense of self-worth.

Procedure for reporting incidents

Such events are rare in the school, because of the social development in the school, but students are encouraged to report any incidents of bullying or harassment to their teacher, staff member or parent immediately, even if they are not directly involved. People who witness such acts should support the victim and report the incident.

2. BEHAVIOUR MANAGEMENT POLICY

At Aetaomah School it is our task to develop independent, yet socially-aware and skilled future adults.

To do this we employ teachers who have had experience of life and who can draw on this experience to develop worldly-wisdom in the children. Children are naturally drawn to and respond to adults who have experienced the struggles of life and who can, through imagination and with an interest in the well-being of the children pass on this experience and the lessons drawn from it. In this we seek a balance of age and youth.

The other requirement for teaching at Aetaomah is that one cares deeply about every child and his/her welfare physically and from a soul and spiritual standpoint.

Each of these qualities greatly reduces the need for disciplinary actions.

The disciplinary procedures undertaken by the school will vary according to the seriousness of the alleged offence. The hearing rule will apply in more serious cases.

3. COMMUNICATION

Regular contact with parents and the fact that teachers are always ready to talk with and listen to parents is an essential school policy keeping us alert to each child's situation. The parents can discuss any issue face to face with their child's teachers. Our focus is on prevention of problems as far as possible.

For Code of Conduct for Parents please visit our website.

4. COMPLAINTS AND GRIEVANCES

It is the Policy of the school to aim to resolve complaints and grievances within the school fairly and to benefit the welfare of the students.

The first point of complaint or grievance-aising by students or parents is to the class teacher. Most problems are solved at this point.

For the full Policy, please visit our website

5. GENDER EQUALITY

Aetaomah School is committed to promoting the principles of gender equity in our School.

6. HEALTH CARE

- Minor problems are dealt with by class teachers who all have current 1st aid training.
- More involved health issues and accidents will necessitate contacting of a parent and the student's nominated health care professional as endorsed on their enrolment form. A teacher or reliable nominated person will stay with and comfort the child whilst he/she is awaiting further attention.
- Teachers will only administer home medication on the written instructions of a parent.

Point 6 continued:

Initial Procedure

At enrolment the parents provide a medical history on the enrolment form. The child's health situation will be discussed between the parents and Class teacher.

Where medication has to be administered parents need to

- Supply the relevant medication information to the school in writing.
- Provide the medication in the original labelled container to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken.
- Provide a request by parents and written instructions from a medical practitioner for medication that is not obtained on prescription indicating name of student, condition for which medication is required and guidelines for administration.

This is done at the time of enrolment or if a child's health situation changes.

If written information provided by the parent confirms that their child has been assessed as being at risk of anaphylaxis, **an individual health care plan must be formulated by the Class Teacher in consultation with the parent and staff**. The individual health care plan must incorporate an emergency response plan and a plan for the avoidance of known allergens, based on advice from the student's parent and medical practitioner.

- a) The school will provide relevant and regular training to staff and notify staff of the students at risk.
- b) The school will correctly store auto-injectors provided by parents in an easily accessible location on school grounds.
- c) In an emergency, the school should follow first aid procedures and the student's emergency response plan.