89 Main Road Campbells Creek Vic 3451 Telephone / Fax 03 5472 3817 Email admin@olivet.vic.edu.au

Website: www.olivet.vic.edu.au

# ENROLMENT APPLICATION FORMS

Entry required at Year Level:	(Prep, Year 1, Year 2, etc.)	in the year 20

Please read the College Handbook carefully before submitting this application form or making an appointment with the Principal.

This application must be filled in completely and be accompanied by:

- Photocopy (not original) of report from student's previous school (where applicable)
- Photocopy (not original) of Birth Certificate

Please send the above paperwork with this application if this is possible.

An interview with parents and student will be required before acceptance.

Mr Phil Chapman Principal

### **STUDENT INFORMATION**

Name/s:			■M □□F Birthdate:	/ /
Surname	Given Names			
Name/s: Surname	Given Names		□M □□F Birthdate:	/ /
Name/s: Surname	Given Names		□M □□F Birthdate:	/ /
Name/s: Surname	Given Names	🗆	□M □□F Birthdate:	/ /
Home Address:				
Suburb:	Post	Code		
Home Tel:Mobile Phone N	0	Email Address:		
Students Last School Attended:			t Year Level:	
Address:				
FAMILY INFORMATION  Collection of Student Background Information Schools across Australia are required to conformation will be used to monitor the effect the 'National Goals for Schooling in the Two	collect background cl ect student backgrou	naracteristic informa and characteristics has		
Father's Name:	Country o	f Birth/Citizenship:		
Employer:	Occup	pation:		
Bus Tel:Mobile:	Email:			
School Education Level	Non School E	Education Level		
Native LanguageLanguag	e spoken at home (l	eave blank for English)		
Mother's Name:	Country of I	Birth/Citizenship:		
Employer:	Occupa	ation:		
Bus Tel:Mobile:	Email:			
School Education Level	Non School Ed	lucation Level		
Native LanguageLanguag	e spoken at home (l	eave blank for English)		
Parents' marital status:	Email addres	ss		
Other children to be enrolled in the future	(name and birth date):			

### **CHURCH INFORMATION**

Current Church (if applicable):
Address:
Minister/s: Telephone:
Father: Christian?
Has student ever made a profession of faith in Christ? □Yes □□No
MEDICAL INFORMATION
Family Doctor/Clinic: ; Tel:
Does the student have any special medical Needs? Explain:
Does the student have any allergies
Do you accept the College administering Panadol when necessary: ☐ Yes☐ ☐ No
Do you have Ambulance Cover □□Yes No Healthcare/ Pension Card □□Yes□□ No Number
Medicare Number Expiry date Tetanus date if administered
Emergency contact if you are not available?
NameRelationshipTelephoneMobile
SCHOOL INFORMATION
Has the student ever been expelled, dismissed, suspended or refused admission to a school?
If so, explain:
Has the child ever had any disciplinary difficulties?
If so, explain:
Has the child ever been in trouble with the law, etc.?
Is their any other specific information we should know about your child?
Please indicate academic level of the student's work: □□Excellent □□Good □□Average □□Poor
GENERAL INFORMATION
How did you hear about this school?
Reason for selecting this school:
Photographs of school activities involving my child may be used in school publications or on the school website Newsletter $\Box$ Yes $\Box$ No

### **INDEMNITY FORM**

I approve of our children attending and participating in all college activities and agree to and do hereby indemnify the said college, its officers, servants or agents against any damages, claims or demands arising from any accident or illness which may befall or occur to him/her, except to the extent that the loss is directly attributable to the negligence of Olivet Christian College, the school council or their employees, servants or agents.

I further authorise any officers, or servants or treatment and for this purpose engage a pay all such expense.			
Signature of Father/Guardian:			Date:
Signature of Mother/Guardian:			Date:
COLLEGE MAINTENANCE			
To enable the maintenance of the College for future working bees which are generally A fee can be paid in lieu of attendance if you	y held twice a year.	dinated, would yo	u please complete the following form
I have skills in the following areas: - (Please indicate with a tick)	MOTHER	FATHER	
Cleaning (Inside)			
Cleaning (Outside)			
Painting			
Carpentry			
Concreting			
Plumbing			
Gardening/Landscaping			
Lawn Mowing			
Weed slashing (with own brush cutter)			
Able to come to the College at short notice in an emergency.			
Other (Please list)			
Signature of Father/Guardian:			Date:
Signature of Mother/Guardian: Date:			

	eration will be (	greatly appreciated. Thank you	I!		
ather's Health		Moth	er's Health		
APPLICANT'S HEAL	TH RECORE	(complete only one page p	er student)		
Condition	Yes	Comments	Conditio		Comments
ergies (food ects, drugs, latex			Dental problen	n	
ergies (seasonal)			Diabetes		
aphylaxsis Dipen required)			Vision problem	n	
thma or breathing oblems			Hearing problems, deafness		
DHD			Heart Problem	S	
havioural oblems			Muscle problems		
evelopmental oblems adder problem			Seizures Speech		
eeding problem			problems Spinal injury		
wel problem			Head Injury, concussions		
eliac Disease			COLICUSSIOLIS		
	RD - (Please ç	nter, and herbal medications			n confirm the immunisati
patitis B Vaccine months)		DTPa (Diphtheria, Tetanus, Pe HepB HIB (2 months)	ertussis )		s influenzae Type b ) a, Tetanus, Pertussis ne, Polio Vaccine
Pa (Diphtheria, Tetanu ertussis epatitis B Vaccine, Polio accine		MMR (Measles Mumps Rubella HIB (Haemophilus influenzae 1 Hepatitis B Vaccine Meningococcal Serogroup (12 months)		DTPa (Diphtheria MMR (Measles M Polio Vaccine (4 years of age)	a, Tetanus, Pertussis umps Rubella)
months)		ADT (Adult Diptheria Tetanus)		HPV (Human Pap years+ )	illomavirus) (12
months) sicken Pox (Varicella) sp B 2 years of age)					
icken Pox (Varicella) p B	(Please answ	er all of the following)			
cken Pox (Varicella) o B years of age) PERSONAL RECORD - s he/she shy?		Overactive?Have excessive fears?	Bites fingernails Have temper ta	s intrums?	
cken Pox (Varicella) b B years of age)  ERSONAL RECORD - the/she shy? ucks thumb?		G,	Eats breakfast?	?	

		ow symptoms of communicate reatly appreciated. Thank y		ed from classes unt	Il re-admission is acceptable to S
Father's Health		Mo	ther's Health		
APPLICANT'S HEALTH	RECORD	(complete only one page	e per student)		
Condition	Yes	Comments	Conditio	n Yes	Comments
llergies (food sects, drugs, latex			Dental problem	1	
llergies (seasonal)			Diabetes		
naphylaxsis pipen required)			Vision problem		
sthma or breathing oblems			Hearing problems, deafness		
OHD			Heart Problems	S	
ehavioural oblems			Muscle problems		
evelopmental			Seizures		
roblems ladder problem			Speech		
eeding problem			problems Spinal injury		
owel problem			Head Injury,		
aeliac Disease			concussions		
IMMUNIZATION RECORD at a minimum, please tick t		ve the dates of each for our	records) If you do not	have dates but can	confirm the immunisations did o
epatitis B Vaccine		DTPa (Diphtheria, Tetanus,	Pertussis )	HIB (Haemophilus	influenzae Type b )
) months)	F	lepB HIB 2 months)	,		, Tetanus, Pertussis
TPa (Diphtheria, Tetanus, ertussis epatitis B Vaccine, Polio accine	  -   	MMR (Measles Mumps Rube IIB (Haemophilus influenzae depatitis B Vaccine Meningococcal Serogroup 12 months)		DTPa (Diphtheria MMR (Measles Mi Polio Vaccine (4 years of age)	, Tetanus, Pertussis umps Rubella)
6 months)	F	DT (Adult Diptheria Tetanu	s)	HPV (Human Pap years+ )	illomavirus) (12
nicken Pox (Varicella) ep B					
nicken Pox (Varicella) ep B 2 years of age)		r all of the following)			
picken Pox (Varicella) ep B 2 years of age) PERSONAL RECORD - (P	lease answe	Overactive?	Bites fingernails	3	
picken Pox (Varicella) ep B 2 years of age) PERSONAL RECORD - (P Is he/she shy? Sucks thumb?	lease answe	Overactive? Have excessive fears?	Have temper ta	ntrums?	
picken Pox (Varicella) ep B 2 years of age)  PERSONAL RECORD - (P Is he/she shy? Sucks thumb? Likes school?	lease answe	Overactive?	Have temper ta Eats breakfast?	ntrums?	
hicken Pox (Varicella) ep B 2 years of age)  PERSONAL RECORD - (P Is he/she shy? Sucks thumb? Likes school? When is your child's regula	r bedtime	Overactive? Have excessive fears? Play well with others?	Have temper ta Eats breakfast? child's rising time	ntrums?	

Father's Health		Mo	ther's Health		
APPLICANT'S HEAL	TH RECORD	(complete only one page	e per student)		
Condition	Yes	Comments	Conditio	n Yes	Comments
llergies (food sects, drugs, latex			Dental problen	n	
lergies (seasonal)		_	Diabetes		
naphylaxsis pipen required)			Vision problem	1	
sthma or breathing			Hearing		
oblems			problems, deafness		
OHD			Heart Problem	S	
ehavioural			Muscle		
oblems			problems		
evelopmental			Seizures		
oblems adder problem			Speech		
·			problems		
eeding problem			Spinal injury		
owel problem			Head Injury, concussions		
eliac Disease			COTICUSSIONS		
IMMUNIZATION RECC		ive the dates of each for our	records) If you do not	have dates but car	n confirm the immunisations di
epatitis B Vaccine		OTPa (Diphtheria, Tetanus,	Partussis )	HIR (Haemonhilus	s influenzae Type b)
) months)		HepB HIB 2 months)	T Citussis y		a, Tetanus, Pertussis
TPa (Diphtheria, Tetan ertussis epatitis B Vaccine, Polic accine 6 months)	,   1	MMR (Measles Mumps Rube HIB (Haemophilus influenzae Hepatitis B Vaccine Meningococcal Serogroup 12 months)		DTPa (Diphtheria MMR (Measles M Polio Vaccine (4 years of age)	a, Tetanus, Pertussis umps Rubella)
	,	ADT (Adult Diptheria Tetanu	s)	HPV (Human Pap years+ )	illomavirus) (12
hicken Pox (Varicella) ep B 2 years of age)		er all of the following)			
ep B	- (Please answ	or all of the following)			
p B 2 years of age) PERSONAL RECORD	`	σ,	Bites fingernails	S	
p B years of age)  PERSONAL RECORD s he/she shy?  Bucks thumb?		Overactive? Have excessive fears?	Bites fingernails Have temper ta	s intrums?	
p B years of age) PERSONAL RECORD s he/she shy? Sucks thumb?		σ,	Eats breakfast?		

### **AGREEMENT**

I/we have read the information supplied and agree to the following:

- 1. That I/we will support the College in the application of its policies and procedures
- 2. That my/our child will comply with all the requirements of the policies, rules, and regulations of the College
- 3. I will encourage my children in their Christian growth and will support the College by attending Presentations, Dedication Nights, and other function as they arise and I am able.
- 4. That fees will be paid by the due date as detailed in the Fee Schedule
- 5. That a Term's notice is required in writing when my/our child leaves the College
- 6. That if I/we fail to comply with the requirements of paragraph 5, the College reserves the right to invoice me/us for a Term's fees in lieu of notice
- 7. I/we have read the College Handbook and agree with the policies set out therein.

	Both signatures required if possible:	
	Signature of Father/Guardian:	Date:
	Signature of Mother/Guardian::	Date:
	It is the policy of Olivet Christian College to comply with the National Priv Amendment (Private Sector) Act 2000. Please refer to the College Handle details how the College uses and manages personal information provided	book for the Standard Collection Notice which
	OFFICE USE ONLY	
	Interview Date:	
	Student's Present age: Student's Present Year Lev	rel:
	Year of Entry: At Expected Year Level:	
	2. Student's Present age: Student's Present Year Lev	rel:
	Year of Entry: At Expected Year Level:	
;	3. Student's Present age: Student's Present Year Lev	rel:
	Year of Entry: At Expected Year Level:	

### INTERNET / EMAIL CODE OF PRACTICE

### **Student Agreement**

Student Name

Student Signature (Secondary)

I agree to use the Internet at our school in a responsible manner for purposes stated by my teacher.

If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working on the internet:

- I will only work on the web for purposes specified by my teacher.
- I will not use the internet or networks at school to access web pages, computer files, newsgroups, chat groups or other materials that would be considered offensive in the judgement of the college, or infringe the Student Code of Conduct.
- I will accept responsibility in regard to copyright protected material and plagiarism. I will not download and redistribute software, games, music, graphics, videos or text unless authorised to do so by the copyright owner, and will not attempt to present somebody else's work as my own.
- Consistent with the Student Code of Conduct, I will be denied all access to school computers and or the Internet for a time to be determined by the College and may face further disciplinary action consistent with the Student Code of Conduct, if I violate any of the terms of this agreement
- I will not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- I will never send a person my picture.
- I will compose e-mails only at the instruction of my teacher for educational purposes such as correspondence for class lessons.

I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher.

Date
Parent/Guardian Agreement:
I agree to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.
I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.
I do not consent to my child corresponding with others, using email.
I do/do not consent to my child having their first name (last initial) used on email messages for educational purposes.
Signature of Father/Guardian: Date:
Signature of Mother/Guardian: Date:

### **OLIVET CHRISTIAN COLLEGE**

### **BOOKLIST (SECONDARY CLASSES)**

Each family is responsible for providing each student with the following:-

- King James Bible (required for PACE work) 1.
- 2. School bag
- 3. Box of tissues
- Glue Stick (labelled) 4.
- Pencil case with Grey lead pencils 5.

Coloured pencils

Pencil sharpener

Ruler, Eraser, 2 blue pens

The College will provide and charge for the following as required:-

- 1. School Diary
- 2. Exercise books
- 3. Protractor
- 4. Compass (Geometry)
- 5. Casio Calculator FX 82 Super Pace 1073 Maths onwards

### **OLIVET CHRISTIAN COLLEGE**

### **BOOKLIST (PRIMARY CLASSES)**

Each family is responsible for providing each student with the following:-

- King James Bible (required for PACE work)
- 2. School bag 3. Box of tissues
- 4. Pencil case containing - Coloured pencils (labelled) / Textas (labelled)
  - Eraser
  - Ruler
  - Sharpener
  - 2 grey lead pencils"

The College will provide and charge for the following as required:-

- 1. School Diary
- 2. Exercise books
- School Diary
   Manila document wallet
- 4. Reader Covers (ELC)
- 5. A4 Loose-leaf paper
- 6. 2 blue pens (Gamma)

7. Binder

### **SCRIPTURE MEMORIZATION**

Scripture can be memorized from one of the following translations:

New International Version Revised Standard Version Amplified Bible New King James Bible King James

International Children's Bible (Primary classes only)

### Private Bus Travel Student Conveyance Allowance Application Students Attending a Primary or Secondary School

- 1. Conveyance allowance guidelines are available from the school.
- 2. Complete the form except for sections F and G.
- 3. Attach additional documentation where applicable and return to the principal of the school attended by your child.

**Notes:** This form, if initialled by the school principal or bursar can be used in subsequent years if there has been no change in a student's travel arrangements or address.

Where two forms of transport of travel (i.e. private car and private bus) are used, only the greater of the two abounds will be paid based on the shortest practical route from home to school.

					Data of Distle	
Student Name	2:				Date of Birth:	
Residential		Postcode:				
Address:					Telephone No.:	
Date studer	nt is to commer	nce		If previou	usly approved, year	
	trav	rel:			approved:	
	NT INFORMAT	ION:				
Parent/Guardi Name:	ian					
Residential				Pr	ostcode:	
Address:					elephone	
7 10.01 0001					0.:	
School Name:	Olivet C	hristian College		Sc	chool No:	1793
Name:	Olivet C	hristian College		Sc	chool No:	1793
School	89 Main	Main Road			ostcode:	3451
Address:	Campbe	ells Creek Vic		Te	elephone	5472
					0.:	3817
	•		the bus stop or pick u			
	vhich conveyan	ice allowance is	to apply. This may n	ot be the a	ctual distance trave	lled in t
bus (Km):	_					
School attend	ed ic.	Nearest g	overnment primary	secondary	or P-12 school:	
School attend			overnment primary,		or P-12 school:	
(please tick ap			overnment primary, enominational school		or P-12 school:	
		Nearest d	* **	ol:		
(please tick ap		Nearest d	enominational school	ol:		<u> </u>
(please tick ap		Nearest d	enominational school	ol:		
(please tick ap box)		Nearest d Nearest m Other:	enominational school	ol:		
(please tick ap box)	propriate INFORMATION	Nearest d  Nearest m  Other:	enominational schoonulti/inter denomina  Journey start –	tional or Ch	nristian school: Journey end	
(please tick apbox)  D TRAVEL  Private Bus Oper (school owned,	INFORMATION erator	Nearest d  Nearest m Other:  Km travelled	enominational schoonulti/inter denomina	tional or Ch	nristian school:	
(please tick apbox)  D TRAVEL  Private Bus Ope	INFORMATION erator	Nearest d  Nearest m  Other:	enominational schoonulti/inter denomina  Journey start –	tional or Ch	nristian school: Journey end	- schoo
(please tick apbox)  D TRAVEL  Private Bus Oper (school owned,	INFORMATION erator	Nearest d  Nearest m Other:  Km travelled	enominational schoonulti/inter denomina  Journey start –	tional or Ch	nristian school: Journey end	- schoo

### **E ELIGIBILITY FOR ALLOWANCE DECLARATION:**

>		The	Signed
	above particulars are true and correct		Parent/Guardian:
>		The	,
	school attended is the nearest appropriate school		
		The	
	student resides more than 4.8km from the school		Date:
		Ther	
	e is no public transport or free bus service within 4.8km of t	he	
	student's residence		
		The	
	principal will be notified in writing by the applicant within s	even	
	days of any changed circumstances		
	Principal Signature:		Date:
	Application for Conveyance Allow	ances are su	ubject to audit

### Private Car Conveyance Allowance Application Students Attending a Primary or Secondary School

- 4. Conveyance allowance guidelines are available from the school.
- 5. Complete the form except for sections E, F, and G.

Principal Signature:

6. Attach additional documentation where applicable and return to the principal of the school attended by your child.

**Note:** This form, if initialled by the school principal or bursar can be used in subsequent years if there has been no change in a student's travel arrangements or address.

A STUDENT	INFORMATION:		please print	IN BLOCK L	ETTERS	
Student Name:				Da	ate of Birth:	
Residential Address:		Postcode:				
			Telephone No.:			
Date student is to	commence travel:		If previo	usly approv	ved, year approved:	
	IT INFORMATION:					
Parent/Guardian						
Name: Residential Addres					antan da.	
(see point 1 in G)	SS:				ostcode: elephone No.:	
Vehicle Registration	nn:			10	elephone No	
vernicle Registratio	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
C SCHOOL F	OR WHICH CONVEYA	NCE ALLOWANCE IS	TO APPLY:			
School Name:	Olivet Christian C	ollege		So	chool No:	1793
School Address:	89 Main Road			Р	ostcode:	3451
	Campbells Creek	Vic	ic		elephone No.:	54723817
Distance from place	ce of residence to scho	ol for which convey	ance allowance	is to apply	(Km):	
School attended is:		Nearest government primary, secondary or P-12 school:				
(please tick approp	oriate box)	Next nearest government school (**see declaration in D):				
		Nearest denominational school:				
		Nearest m	ulti/inter denom	inational o	r Christian school:	
		Other				
	ne students travelling in					
	d be identified as the fu		Note: This stud	ent must be	e identified as the furt	thermost student
	pplications relating to	this vehicle/family				<b>-</b>
Student Name:	:	Sch	nool:		Kilometres:	
		Oli	vet Christian Col	llege		Furthermost
		Oli	vet Christian Col	llege		Additional
						Additional
						Additional
D ELIGIBILIT	Y FOR ALLOWANCE D	FCI ARATION:				
				Pa	rent/Guardian	
<ul> <li>The above particulars are true and correct</li> <li>The school attended is the nearest appropriate school or next nearest</li> </ul>		Signature:				
government sc	•	, , , , , , , , , , , , , , , , , , , ,				
_	resides more than 4.8k	km from the school	or nearest free			
	rice and Public Transpo					
The principal will be notified in writing		g by the applicant v	vithin seven	Date:		
days of any changed circumstances						

Application for Conveyance Allowances are subject to audit

Note: this application is to be lodged at this student's school. Only one application per student will be accepted

Date:

### Private Car Conveyance Allowance Application (continued) Students Attending a Primary or Secondary School

(TO BE COMPLETED BY THE SCHOOL)  Approved by Regional Director:				
Approved by Regional Director:			1	
Approved by Regional Director:			1	
Approved by Regional Director:				
Approved by Regional Director:				
Approved by Regional Director:				
			Date:	
F SUBSEQUENT YEARS:				
Subsequent years – initial and date if no	change to infor	rmation (TO BE COMPL	LETED BY THE SCHOOL)	)
		<del></del>		

#### **G** INFORMATION FOR APPLICANT:

### 1. Residential address

For the purpose of distance verification, the residential address should be based on the Rural Road Numbering System. Mailbox addresses should not be used.

### 2. Reimbursement

Reimbursement for private car travel to the nearest school is made on the basis of the one-way distance travelled per vehicle and the number of students in that vehicle. Payment is made to the family operating the vehicle.

### 3. Distance

Distance is measured by the shortest practicable route between the student's place of residence and their school, one way.

#### 4. Vehicle rate

The vehicle rate is determined by the distance between a student's place of residence and their school. Where there is more than one student in a vehicle and the students attend different schools, the vehicle rate is based on the distance travelled to the furthermost school. In this case, one student attending the furthermost school is identified on the application form as the 'furthermost student'.

### 5. Additional students payment

Each extra student travelling in the vehicle will attract the 'additional student' rate of \$200.

6.	Schedule		
of rat	es:	Amounts	
		per annum	
Dista	nce Kms		
4	4.8–10	\$410	
>	10–15	\$513	
>	15-20	\$615	
>	20–25	\$718	
>	25-30	\$820	
>	30–35	\$923	
	>35	\$1025	

### **SCHOOL ASTHMA ACTION PLAN**



This record is to be completed by parents/carers in consultation with their child's doctor. Please tick the appropriate box and print your answers clearly in the blank spaces where indicated. The information on this Plan is confidential. All staff that care for your child will have access to this information. The school will only disclose this information to others with your consent if it is to be used elsewhere. Please contact the school at any time if you need to update this Plan or you have any questions about the management of asthma at school. If no Asthma Action Plan is provided by the parent/carer, the staff will treat asthma symptoms as outlined in the Victorian Schools Asthma Policy (Section 4.5.10.3 of the Department of Education and Early Childhood Development Victorian Government Schools' Reference Guide).

### STUDENT'S PERSONAL DETAILS

Student's Name		Gender M F	
Date of Birth/ _/ Yea Ambulance Membership Yes No			
What other health management Emergency Contact (e.g. parent/care	plans does this student ha		РНОТО
Name		p	
Ph: (H)			
Doctor	Ph:		
USUAL ASTHMA ACTION P Usual signs of student's asthma:	LAN		
Wheeze Tight Chest Co	ugh † Difficulty breathing	Difficulty talking Other	er
Signs student's asthma is g	etting worse		
Wheeze Tight Chest ↑Co	ough Difficulty breathing	Difficulty talking Oth	er
Student's Asthma Triggers			
□ Cold/flu †Exercise Other	e †Smoke †Poll	ens † Dust	†
Asthma Medication Requirements	(Including relievers, preventers, sym	nptom controllers, combination)	
Name of Medication (e.g. Ventolin, Flixotide)	Method (e.g. puffer & spacer, turbuh	When and how ealer) (e.g. 1 puff in m night, before ex	orning and
Does the student need assistance taking	their medication? Yes No If yes.	, how?	

### Managing Exercise Induced Asthma (EIA)

If exercise is a trigger for this student they should follow these steps to prepare for exercise:

1. Take their blue reliever or doctor recommended medication 5-10 minutes before warm up. Warm up appropriately before exercise or activity and always cool down following activity and be alert for asthma symptoms after exercise.

### If a student gets EIA during exercise they should:

1. Stop the exercise or activity and refer to the student's asthma first aid plan (on back page). If their symptoms recommence treatment. DO NOT RETURN TO THE ACTIVITY for the rest of the day and inform the parent/carer any incident.

### **ASTHMA FIRST AID PLAN**

## Please tick preferred Asthma First Aid Plan Victorian Schools Asthma Policy for Asthma First Aid

(Section 4.5.10.3 of the Department of Education and Early Childhood Development Victorian Government Schools' Reference Guide)  Step 1. Sit the person upright			
be calm and reassuring Do not leave them alone.  Step 2. Give medication Shake the blue reliever puffer Use a spacer if you have one Give 4 separate puffs into a spacer Take 4 breaths from the spacer after each puff  *You can use a Bricanyl Turbuhaler if you do not have access to a puffer and spacer Giving blue reliever medication to someone who doesn't have asthma is unlikely to harm them  Step 3. Wait 4 minutes If there is no improvement, repeat steps 2.  Step 4. If there is still no improvement call emergency assistance (DIAL 000). Tell the operator the person is having an asthma attack Keep giving 4 puffs every 4 minutes while you wait for emergency assistance  Call emergency assistance immediately (DIAL 000) if the person's asthma suddenly becomes worse  QR. Student's Asthma First Aid Plan (if different from above)  • Please notify me if my child regularly has asthma symptoms at school. • Please notify me if my child resulting in the person's asthma attack. If you can a stack, larger to my son/daughter receiving the treatment described above. • I authorise school staff to assist my child with taking asthma medication should they require help. • I will notify you in writing if there are any changes to these instructions. • I agree to pay all expenses incurred for any medical treatment deemed necessary.  Parent's/Guardian's Signature:  Date / J			nt Victorian Government
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For further information about the Victorian Schools Asthma Policy or asthma management please contact **The Asthma Foundation of Victoria** on **(03) 9326 7088**, toll free **1800 645 130**, or visit <a href="www.asthma.org.au">www.asthma.org.au</a>