FORM 9 – PERSONAL CARE ACTIVITIES FORM

Note: A separate Form 9 should be completed for each personal care activity

Name: **Date of Birth:** **Year:** **Form:** **Teacher:**

Section A: Planning to support students who require assistance with personal care activities.

To be completed by parent or the relevant medical practitioner and returned to the school
Type of activity requiring support:

Section B: Instructions:
Please list tasks or steps involved to manage the activity. For example: Catheterisation – Care of in-dwelling catheter

Step 1

Step 2

Step 3

Section C – Emergency Response Plan (if required):

Section D – Medication (If applicable) (Note: If required, medication must be provided by parents)

Name of medication							
Expiry date							
Dose/Frequency – (May be as per the pharmacist's label)							
Duration (Dates)	From : To:			From : To:			From : To:
Route of administration							
Administration Tick appropriate box	By self Requires assistance	☐ ☐		By self Requires assistance	☐ ☐		By self Requires assistance	☐ ☐
Storage instructions Tick appropriate box(es)	Stored at school Kept and managed by self Refrigerate Keep out of sunlight Other	☐ ☐ ☐ ☐ ☐		Stored at school Kept and managed by self Refrigerate Keep out of sunlight Other	☐ ☐ ☐ ☐ ☐		Stored at school Kept and managed by self Refrigerate Keep out of sunlight Other	☐ ☐ ☐ ☐ ☐

Section E – Authority to act

This form authorises school staff to follow my/our advice and/or that of our medical practitioner. It is valid for one year or until I/we advise the school of a change in my/our child's health care requirements.

Parent: Date:	Medical practitioner (if required): Date:
Review date:	**Form 9 page 1 of 2**

Note: Where a medical practitioner provides a written plan for staff to follow, this form may not need to be completed.

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Name: **Date of birth:** **Year:** **Form:** **Teacher:**

OFFICE USE ONLY

Is support to be provided by a member of staff? Yes ☐ No ☐ If yes, name(s) of authorised staff:

Is specific staff training required? Yes ☐ No ☐ Date of training: / / Date of retraining / /

Type of training:

Training providers:

Name of person(s) to be trained:

Actions taken:

When completed please attach the *Form 1: Student Health Care Summary* to the front of this document.