

FORM 9 – ACTIVITY OF DAILY LIVING PLANNING FORM

Note: A separate Form 9 should be completed for each activity of daily living

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

Section A: Planning to support students who require assistance with Activities of Daily Living

(To be completed by parent or the relevant medical practitioner and returned to the school)

Type of activity of daily living 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 – Support/Training Requirements

Can this activity of daily living be supported by a trained education assistant? Yes No

If no: please specify what additional support is required.

Can this activity of daily living be supported by other nominated and trained staff? Yes No If yes, please specify:

Name Of Medical Practitioner: _____ Signature: _____

Name Of Medical Practice/Hospital: _____ Date: _____

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

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 <input type="checkbox"/> Requires assistance <input type="checkbox"/>	By self <input type="checkbox"/> Requires assistance <input type="checkbox"/>	By self <input type="checkbox"/> Requires assistance <input type="checkbox"/>	By self <input type="checkbox"/> Requires assistance <input type="checkbox"/>
Storage Instructions Tick Appropriate Box(es)	Stored at school <input type="checkbox"/> Kept and managed by self <input type="checkbox"/> Refrigerate <input type="checkbox"/> Keep out of sunlight <input type="checkbox"/> Other <input type="checkbox"/>	Stored at school <input type="checkbox"/> Kept and managed by self <input type="checkbox"/> Refrigerate <input type="checkbox"/> Keep out of sunlight <input type="checkbox"/> Other <input type="checkbox"/>	Stored at school <input type="checkbox"/> Kept and managed by self <input type="checkbox"/> Refrigerate <input type="checkbox"/> Keep out of sunlight <input type="checkbox"/> Other <input type="checkbox"/>	Stored at school <input type="checkbox"/> Kept and managed by self <input type="checkbox"/> Refrigerate <input type="checkbox"/> Keep out of sunlight <input type="checkbox"/> Other <input type="checkbox"/>

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Section F – 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/Carer:	Medical Practitioner (if required):
Date:	Date:
Review Date:	

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

OFFICE USE ONLY

Is support to be provided by an education assistant? 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:

If medical practitioner has indicated additional support is required, please specify authorised staff:

Actions taken:

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