

POLICY: ADMINISTRATION OF MEDICATION AT SCHOOL

1. PURPOSE

This policy outlines the procedures for administering medication to students during school hours to ensure their safety and well-being.

2. REQUESTING MEDICATION ADMINISTRATION

Parents or guardians who require school staff to administer medication to their child must contact the school office to discuss the requirements.

3. CONDITIONS FOR MEDICATION ADMINISTRATION

School staff will only administer medication that meets the following criteria:

- Prescribed by a qualified health practitioner (e.g., doctor, dentist).
- Supplied in its original container.
- Clearly labeled by a pharmacy with the prescribing doctor's name.

Parents/guardians must complete a Consent to Administer Medication Form for each medication. A separate form is required for each medication.

4. STUDENTS AT RISK OF ANAPHYLAXIS

Parents/guardians must provide:

- Emergency medication.
- A completed ASCIA Anaphylaxis Action Plan signed by a doctor.

This plan provides specific instructions for administering medication in an emergency.

5. STUDENTS AT RISK OF ASTHMA

Parents/guardians must provide:

- Emergency medication.
- A completed Asthma Action Plan signed by a doctor.

This plan provides specific instructions for administering asthma medication.



6. STUDENTS AT RISK OF ALLERGIC REACTIONS

Parents/guardians must provide:

- A completed Allergy Action Plan signed by a doctor.
- If antihistamines are required, a doctor's letter and pharmacy-labeled medication.

The Allergy Action Plan provides instructions for managing allergic reactions.

7. PROVIDING MEDICATION TO THE SCHOOL

Before supplying medication:

- Check the expiry date and ensure a quantity sufficient for the agreed period.
- Record the expiry date for timely replacement.

8. OVER-THE-COUNTER MEDICATION

School staff will not administer over-the-counter medication (e.g., paracetamol, eye drops, cough syrup) unless:

- It is prescribed by a qualified health practitioner.
- A doctor's letter is provided.
- The medication has a pharmacy label displaying the prescribing doctor's name.

9. DELIVERY AND COLLECTION OF MEDICATION

- Whenever possible, medication should be delivered in person by a parent/guardian.
- If this is not possible, contact the school to arrange a safe alternative.
- Collect all unused medication when it is no longer required.

10. ACKNOWLEDGMENT

These procedures are in place to ensure the safety and health of all students. We appreciate your cooperation in following this policy.