



## ADMINISTERING MEDICATION AT SCHOOL

If you require staff to administer medication to your child at school please contact the school office in the first instance to discuss their requirements.

Please note, school staff will only administer medication that;

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container
- has an attached pharmacy label with the prescribing doctors name

Office staff will ask you to complete a **Consent to Administer Medication Form**. If they require more than one medication you will need to complete a form for each medication.

### **Requirements for students at risk of ANAPHYLAXIS**

If your child is at risk of anaphylaxis it is important for you to provide the school with their emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer their medication in an emergency, which is specific to respond to their health condition.

### **Requirements for students at risk of ASTHMA**

If your child has asthma it is important for you to provide the school with their emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer their medication.

### **Requirements for students at risk of ALLERGIC REACTIONS**

If your child suffers from allergic reactions (bites/pollen/grass etc) it is important for you to provide the school with an Allergy Action Plan, completed by your doctor. An Allergy Action Plan provides specific instructions for the school in relation to their allergy. If your child requires the use of Antihistamines at school please provide an Allergy Action Plan, together with a letter from your doctor and pharmacy labelled medication.

## PROVIDING MEDICATION TO SCHOOL

Before you provide the school with medication please check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

***Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by a qualified health practitioner.*** For example, the school would administer paracetamol to a student only if it has been prescribed by their doctor. A letter is required from the doctor and the medication must have a pharmacy label displaying the prescribing doctor. ***School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.***

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you cannot provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication. When their medication is no longer required to be kept at school please collect all unused medication.

Thank you for assisting the school in keeping our students safe and healthy.