



Administering medication at school

If staff are required 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.

Office staff will ask you to complete and sign Section 1 of the Administration of medication at school record sheet.

N.B. If your child requires more than one medication, you will need to complete a form for each medication.

Providing medication to the school

Before you provide the school with your child's medication, 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 your child's qualified health practitioner. (e.g. doctor, dentist, optometrist, but not a pharmacist.)

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 can't provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

When your child's medication is no longer required to be kept at school, please collect all unused medication.

Over-the-counter medications

The Department recognises that all medications, including over-the-counter (OTC) medications, e.g. paracetamol or alternative medicines, may be drugs or poisons and may cause side effects. As such, schools are required to receive **medical authorisation from a prescribing health practitioner** (e.g. doctor, dentist, optometrist, but not a pharmacist) to administer any medication to students, including those bought *over-the-counter*.

Whilst parents may administer OTC medications to their child without medical authorisation, they are aware of the child's complete medical history, and are able to provide ongoing, direct supervision for the course of the child's illness. Due to these circumstances, a parent is also more likely to recognise if their child is having adverse effects and requires immediate medical attention.

The student's prescribing health practitioner also has the knowledge of the child's medical history to determine the appropriate OTC medication to administer and is therefore able to determine dosage and provide advice regarding potential side effects or interactions with other medications.

For these reasons, OTC medications will only be administered to students at school if medical authorisation has been received.

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 your child's emergency medication and their ASCIA Anaphylaxis Action Plan completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to respond to their health condition.

Requirements for students with Allergies/Sensitivities

It is important to provide the school with their **ASCIA Action Plan** for Allergic Reactions completed by a medical practitioner which the school is to follow.

For students who are not medically diagnosed, advise the school of your students' allergies/sensitivities so that known triggers can be avoided and first aid applied if required.

Requirements for students with Diabetes – type 1 or type2

It is important to provide the school an **Individual Health Plan** and an Emergency Health Plan formulated in consultation with your Diabetes Educators.

An IHP provides a daily guideline for the routine management of a student's health condition and may contain some instructions concerning the routine medication regime. This may include the integration of treatment for several health conditions.

An EHP provides concise step-by-step directions of how to safely manage a predictable medical emergency specific to certain chronic health conditions and the correct use of intervention or emergency medication.

Requirements for students at risk of asthma

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

If the school assists with the administration of asthma medication, it is a requirement that this medication is administered via use of a spacer. It is highly recommended that a spacer labelled with your students name on it is supplied to the school to use. In the event the school provides a spacer for use by your child, whether they self-medicate or not, it will be labelled with their name for future use and the parent/caregiver will be invoiced for the replacement cost of the spacer.

We recognise that some students are capable of managing their asthma without adult assistance. If you are confident that your child can confidently, competently and safely self-administer their asthma medication, let the school administration know. The school will record your decision and will not require your child's Asthma Action Plan. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid.