



Administration of medication at school

Having medications on school sites requires schools to implement systems to keep staff and students safe.

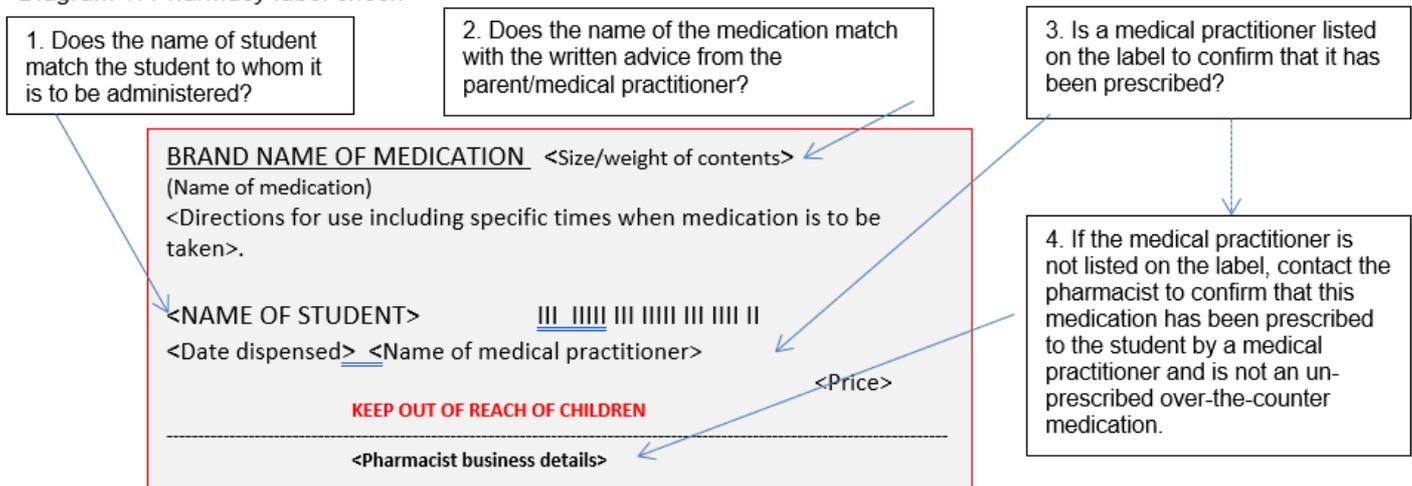
Administering medication at school

If your child requires staff to administer medication, please contact the school office in the first instance to discuss your child's 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.

Diagram 1. Pharmacy label check



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.

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. If you have any concerns about your child's health condition, please contact Admin on 07 3820 4333.

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.

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. Students will carry own Ventolin. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid. If you have any concerns about your child's asthma, please contact Admin on 07 3820 4333.

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.

Birkdale South State School

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. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

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.

Self-administration of medications

Contemporary management of chronic health conditions encourages students to recognise the signs and symptoms of their condition and administer their own prescribed medication, in order to participate in the full range of activities offered by the school.

In schools, self-administration may apply to students who are assessed by their parents/carers as capable and approved by the principal as appropriate. Even where a student is competent at self-administering medication, the principal will also consider and assess any additional associated risks at the school level in determining if it is safe for the student to self-medicate and additional safeguards may need to be enacted.



Example asthma medication/spacer



Example blood glucose monitoring kit

Controlled Drugs

The principal will not approve students who require Ritalin or Dexamphetamine (or other controlled drugs) to keep their medications on their person in order to self-medicate, as these medications must be stored securely in a locked cabinet when not being administered.

CONTROLLED DRUG

POSSESSION WITHOUT AUTHORITY
ILLEGAL

KEEP OUT OF REACH OF CHILDREN

Example of 'Controlled drug' label

Important to note

A letter from the parent to administer medication will not suffice if medical authorisation cannot be confirmed. The parent will be advised that until medical authorisation can be confirmed, if they wish their child to receive medication during school hours, they will have to attend the school to take the responsibility for its administration.