



## Medication Policy

The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary.

Medication will only be administered if it:

- is prescribed
- has an accompanying, up to date letter from your child's doctor
- is in the original container
- has an up to date pharmacy label

Our school requires medical authorisation, in writing, from your child's doctor to administer any medication to your child (including over-the-counter medications such as paracetamol or alternative medicines).

Parents/caregivers must also complete an Administration of Medication Record Sheet, which is available at Student Services.

For asthma and anaphylaxis relieving medications such as Ventolin and EpiPens, parents/caregivers are to notify the school in writing with an accompanying asthma or anaphylaxis action plan, filled out by your child's doctor. An Administration of Emergency Medication form needs to be completed at Student services.

Parents/carers are to notify the school in writing:

- of any requests and/or guidelines provided by the student's prescribing health practitioner or pharmacist concerning medication administration
- when medication is no longer required to be administered at school
- when changes occur in the dosage requirements for student's routine medication
- when emergency medication changes occur (must be accompanied by a letter/ action plan from the prescribing health practitioner)
- if medication is being transported with the student for purposes other than administration at school (respite, shared parental arrangements, before and after school care).
- when self-administration by student is the preferred method of management (approval at Principal's discretion).

In the event that medication is no longer required (e.g. due to change in medication), a parent/carer must visit the school to personally collect unused medication. Failure to collect will result in the planned disposal of the remaining medication.

In emergency situations, school staff may be required to administer medication to preserve life, safety and health of your child. These emergencies may occur for students with diabetes, epilepsy, anaphylaxis and asthma.

Parents **must** notify the school if their child has any of these conditions.