

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 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 not expired
- 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*.

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

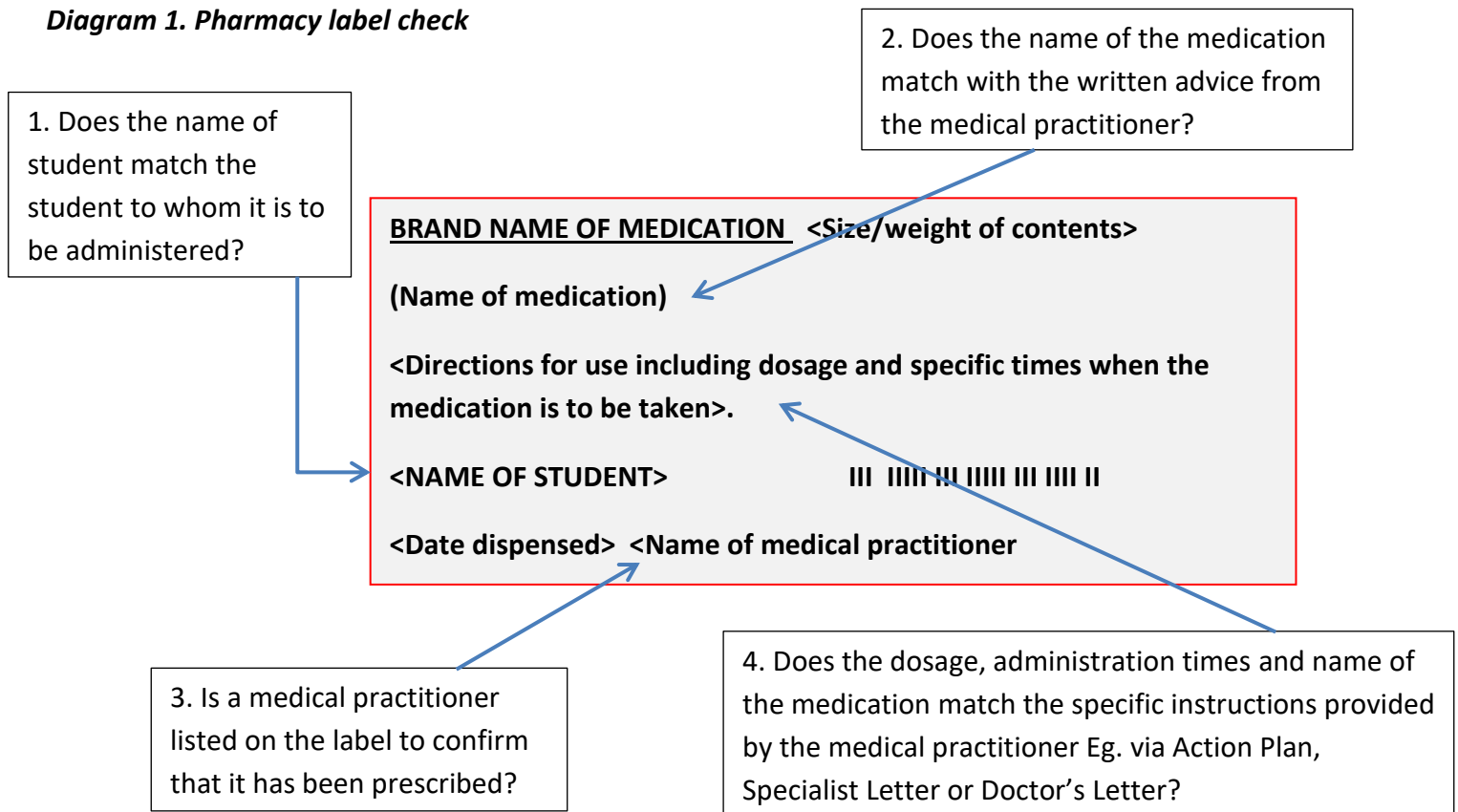
Providing medication to the school

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.

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.

School staff are bound by these regulations and all parents must acknowledge and cooperate with these rules.

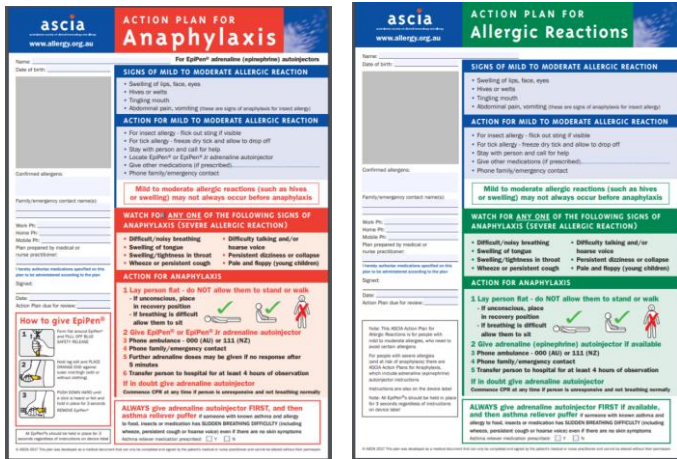
Diagram 1. Pharmacy label check



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

Requirements for students at risk of Anaphylaxis

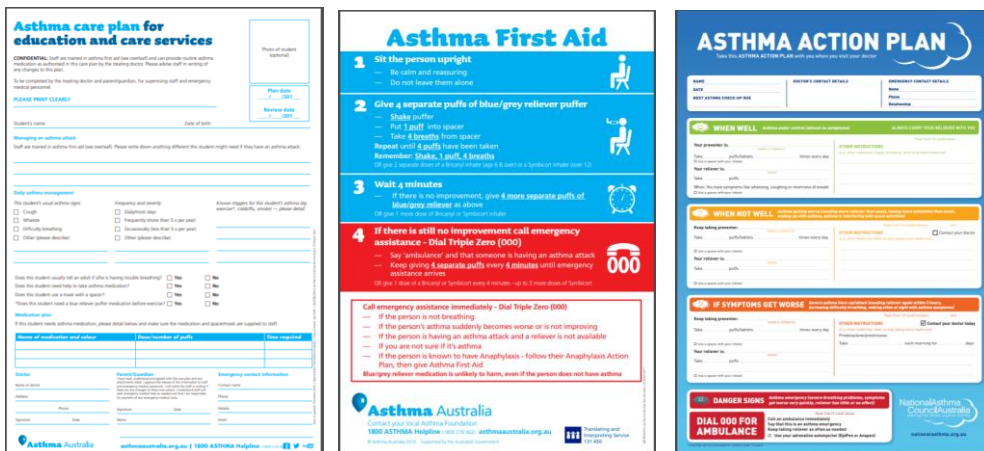
If your child is at risk of anaphylaxis, it is important for you to provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan or ASCIA Allergic Reaction Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer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



Requirements for students 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 you feel that your child can recognise their signs and symptoms of Asthma, and are confident to be able to **self-administer their own medication independently** as required, you will need the approval from the Principal.



For either of the above processes please see Administration to complete the appropriate paperwork required.

If you have any concerns about your child's health condition / medication, please contact the school Office on 55883333 or via email office@highlandreservess.eq.edu.au

Thank you for assisting the school in supporting your child's health needs