

MEDICATION

The following procedures are designed to ensure safety of your child and to protect school staff that do not have medical training. They comply with Queensland Health regulations and authorities granted to schools relating to the administration of medication. **A 'Student Medication Request Form' will be given to all families at the commencement of the school year. Additional forms are available from the school office.**

PROCEDURES FOR ADMINISTRATION OF MEDICATION TO STUDENTS:

1. Medication will be administered to students during school hours or school activities when:
 - a. it is authorized by the student's medical practitioner or dentist;
 - b. a parent or person with the legal responsibility for the student makes a written request to the principal of the school including instructions for administration of the medication and any special requirements.
 - c. all medication is in a container labelled by a pharmacist, showing the name of the drug, the "use by" date, the name of the student's general practitioner or dentist, the name of the student, the dosage and the frequency of administration. Medication that is not labelled in this way shall not be accepted for use.

Instructions solely from the parent or person with the legal responsibility for the student that do not comply with the above condition cannot be accepted.

2. In some cases it may be necessary for the student to keep the medication in their possession e.g. asthma medication. Where this is the case, a parent or a person with the legal responsibility for the student should include this instruction in their written advice.

3. It is the responsibility of the parent or person with the legal responsibility for the student to ensure that the medication:
 - a. is provided in sufficient quantities for the student's needs (maximum of 5 days supply at any one time please); and
 - b. is collected from the school at the completion of the student's treatment.

4. Oral medication such as analgesics and over-the-counter medication (e.g. Panadol, cough mixture and antihistamine) that have not been authorized by the student's medical practitioner or dentist, will not be administered.

Nebulised medication shall only be administered when the conditions outlined above have been met. The school is equipped with a nebuliser, but students must supply their own tubing and masks in order to minimise the risk of infection.

5. Other forms of medication should be discussed on a case by case basis with the school.

6. Unless approval is granted by the Principal for a student to keep medication in his/her own possession, all medication is to be securely stored in the Administration Block. If required, it will be refrigerated.