

# Communication regarding the administration of medications in schools

## 1. Administering medication at school

If your child requires 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 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.

## 2. 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.

## 3. 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.

## 4. 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. A letter from the doctor stating dosage requirements and frequency MUST be provided. Medication MUST have a pharmacy label attached. Office staff will ask you to complete and sign Section 1 of the *Administration of medication at school record sheet*.**

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 (Please DO NOT send medication with the student).

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

## 5. Working with the school to support your child's asthma needs

For many students, asthma will be a lifelong health condition, so it is important for students as they become older and more capable, to recognise their signs and symptoms. If your child is not yet confident with this and you would like the school to decide whether to administer asthma medication to your child, it would assist us if you could provide an Asthma Action Plan, completed and signed by your child's doctor when you provide their prescribed medication to the school.

Our school has staff trained to provide Asthma First Aid in an emergency to any student demonstrating signs and symptoms of serious asthma attack.

You can help the school in administering medication to your child, by talking to your doctor and pharmacist about the packaging of medications. In particular, you could:

- ask your doctor if your child's medication could be:
  - administered before or after school, rather than during school hours
  - dispensed in a form to make administration easier (e.g. blister packs for tablets, liquid form rather than tablets for gastrostomy devices)
- ask the pharmacist if the medication could be provided in a multi-dose pack with clear administration directions (where appropriate), particularly when multiple medications are prescribed

Where your child's medication dosage may vary on a daily basis (e.g insulin), you should ask your doctor:

- for written advice to identify who will advise the school of the dosage and
- under what specific criteria (e.g. blood glucose level, behaviour) the dosage will vary.

If you have any concerns regarding your child's health and medication requirements, please talk to your child's teacher.

Yours sincerely

Mr Phil McLucas