INFORMATION FOR PARENTS

ADMINISTRATION OF ROUTINE AND EMERGENCY MEDICATION
AND MANAGEMENT OF HEALTH CONDITIONS

The following information is issued for parents requesting the school to administer prescribed medication, and/or to assist with managing a specific health condition.

Education Queensland acknowledges that some students require medication and/or management of health conditions at school. While parents/caregivers have ultimate responsibility for the administration of medication and the management of health conditions, schools can assist with the provision of these services.

Management of student health conditions, including the administration of medication is a courtesy provided by a school consistent with their duty of care to:

- maximise the participation in school activities of students who require medication or special procedures for managing a health condition; and
- optimise the health, safety and wellbeing of staff and students at a school site.

Students requiring medication and students with health conditions are encouraged to participate in the full range of school activities according to the advice of their medical practitioner. This applies to classroom activities and activities such as excursions, camps, sport, physical education, vocational activities and work experience.

Definition of Medication
These guidelines apply to medication prescribed by a medical practitioner, and which is considered necessary to be administered at school for a student to achieve optimum health and to participate fully in school life.

Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), but may include other conditions diagnosed by a medical practitioner.

Schools must not administer over-the-counter, including analgesics, homeopathic or prescribed medications unless they meet the guidelines. The exception is the reliever puffers, such as Ventolin, that are included for the treatment of asthma under the guidelines.

Expectation of Parents
Parents/caregivers are expected to undertake the following in relation to the administration of medication and/or management of health conditions:

1. Complete in writing a request for the school to administer prescribed medication or to assist in the management of a health condition.
2. Notify the school in writing of any request and/or guidelines from medical practitioners including potential side effects or adverse reactions.
3. Provide the medication in the original labelled container to the teacher aide who looks after sick bay or to a deputy principal.
4. Ensure the medication is not out of date and has an original pharmacy label with the student’s name, dosage and time to be taken.
5. Advise the school in writing and collect the medication when it is no longer required at school.
Self-administration of Medication

In schools, self-administration may apply to students who are assessed by their medical practitioner, parents/caregivers and the principal as capable of administering their own medication while participating in school activities.

Self-administration of medication may include:

• monitoring blood sugar levels and the injection of insulin for diabetes;
• inhaling medication such as “Ventolin” for asthma;
• orally administering anti-convulsant medication for epilepsy; and
• orally administering enzyme replacement for cystic fibrosis.

Students who are approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students.

The following procedures should be followed in seeking approval:

• The parent provides a written request, with guidelines and procedures, for the student to be responsible for administering their own medication.
• The principal determines if the student is capable of assuming this responsibility.
• The student and the school agree on where medication is to be stored and where and how it is to be administered.

Llew Paulger
Principal
Request to Administer Medication at School

School Name: ____________________________  Date of Birth: / / 
Student Name: ____________________________  Year Level: ____________________________
Allergies: ___________________________________________

Please list all medications that your child requires during school hours. Please also list medication administered at home and any emergency medications.

<table>
<thead>
<tr>
<th>Name of medication</th>
<th>Strength (eg 10mg)</th>
<th>Dosage (eg 1 tablet)</th>
<th>Route (eg oral, via PEG)</th>
<th>Time/s to be given at school</th>
<th>Time/s given at home</th>
<th>Other useful instructions or information</th>
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Parent/Carer
Print name: ____________________________  Date: / / 
Signature: ____________________________

I hereby request that school staff administer the necessary medication to my child while at school.
I agree to notify the school, in writing, if there are any changes in the above medication.

Authorising Practitioner
Print name: ____________________________  Phone: ____________________________  Date: / / 
Signature: ____________________________

NOTE:
For school staff to administer over-the-counter medication, authorisation is required from a medical practitioner.

The following points are for security and safety purposes, and are requirements of the Health (Drug and Poisons) Regulation 1996 (Qld).
- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in original pharmacy labelled container to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and times to be taken.
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- The student has received a dose at home without ill effect.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents are working with a prescribing health practitioner to determine a dose for that day (e.g. insulin, Rivotril) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the school of the adjusted dose.
- This form will be reviewed annually or as the student is prescribed a change in medication.

The Queensland Government has established a set of procedures for the collection, use and disclosure of personal information within the Queensland public sector, based on the Information Privacy Principles. The Information Privacy Principles are incorporated into the Queensland Government’s Information Standard 42: Information Privacy.

Last updated: 23/03/10

Great state. Great opportunity.

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.