



Medication

Developed from the Department of Education's "Communication regarding the administration of medications in schools" supporting document available at <https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure>

Purpose

To provide requirements for the administration of medications to students whilst attending school or school related activities, in accordance with the advice of the student's prescribing health practitioner or as an emergency first aid response.

Administration of Medications

The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need.

Brookfield State School requires medical authorisation to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines).

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 an attached pharmacy label with the prescribing Doctor / Dentist.

Office staff will ask you to complete and sign 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.

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.

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.

We recognise that some students are capable of managing their asthma without adult assistance. If you are confident that your child can confidently, competently and safely self-administer their asthma medication, let the school administration know. The school will record your decision and will not require your child's Asthma Action Plan. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid.



Providing Medication to Schools

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. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

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 (rather than send medication with the student). If you can't provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

If you believe your child is capable of self-administering their own medication at school, please contact me to discuss, as this requires my approval.

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