



**Guidelines for Administration of Medication
for Catholic Schools
in the Rockhampton Diocese.**

Date Implemented: June 2013
Next Scheduled Review: June 2015

Purpose:

This document provides guidelines for the administration of medications to students whilst attending school or school-based activities, in accordance with the advice of the student's prescribing health practitioner or as an emergency first aid response.

For all medication (routine, emergency, over the counter):

Step 1 - Written Parental Request Required

Schools require a written request from parents that their child be issued medication at school. For short term periods a letter is sufficient. For long term medications a medication request form (sample in these guidelines) must be filled in.

Step 2 - Medical Authorisation Required:

Schools require medical authorisation from a prescribing health practitioner to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines).

An original pharmacy label with the appropriate information on it will suffice as medical authority.

Ensure medication is provided in the original container with an attached prescription pharmacy label which constitutes a medical authority, and includes:

- o student name
- o dose
- o time the medication is to be taken
- o any other relevant directions for use e.g. whether medication is to be taken with food.

Step 3 - Record of Administration

All medication administered to students must be recorded. Schools should develop an administration of medication record sheet (sample in these guidelines) to record the details on. This sheet should also be taken to offsite activities such as camps or excursions if medication is to be administered.

Updating Medical Request Forms

Medication request forms should be updated at the beginning of each school year or when the medication needs of the student change.

Storage of medication

Schools should establish and monitor procedures for safe and appropriate storage of medication in the original containers according to the manufacturer's instructions and special instructions from the pharmacist or prescribing health practitioner (including medication which needs to be stored below 25 degrees Celsius)

Medication should be stored in a non-portable, locked space such as cupboard/cabinet reserved for medications only, in a secure fridge if required with authorised access only, or as directed in the student's Individual Health Plan, Emergency Health Plan or Action Plan

Emergency medication such as an adrenaline auto-injector or an asthma reliever should be stored in a safe, unlocked location where it is easily accessible to the authorised student and staff at all times in the event of an emergency.

Disposal of Medication:

If advised by the parent that the medication is no longer required (i.e. change in medication order/dose) request that the parent visit the school for the medication to be returned directly to them in its original container (not via the student) or notify the parent of planned disposal arrangements.



SCHOOL NAME:

REQUEST TO ADMINISTER MEDICATION AT SCHOOL

Name of Student: _____

Date of Birth: _____

Important Information

For school staff to administer over-the-counter medication, authorisation is required from a medical practitioner. An original pharmacy label with the child's name, dosage and time to be taken can be accepted as authorisation.

Please list all medications your child requires during school hours or emergency medications they may require.

Name of Medication	Dosage	Time to be Administered	Dates to be Administered	Other Instructions or Information

Please Note:

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 time/s 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.

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.

