

MEDICATION AT SCHOOL (Information for Parents/Caregivers)

Prince of Peace Lutheran College is committed to supporting students' health and wellbeing and working closely with parents/caregivers to adhere to College risk management procedures and guidelines developed by the Queensland Government for the administration of prescription and over-the-counter medication to students whilst they attend school or school-related activities.

Therefore, in accordance with the College 'Administration of Medication Procedure' we require that all parents/caregivers please:

1. Notify the College in writing of a student's health condition that requires staff to assist in the administration of medication, implementation of an Action Plan or Health Care plan.
2. Provide a completed [Consent to Administer Supplied Medication Form](#) to the College
 - Please note, if your child requires more than one medication or plan, you will need to complete a Consent Form for each one.
 - All forms and medications are to be submitted to the applicable campus First Aid Officer.
3. Parent/Caregivers must advise the College in writing and collect the medication or request its disposal when it is no longer required to be administered at school
4. Communicate without delay to the First Aid Officer when any new health condition develops or there is a change to the student's health condition, treatment, or medication dosage.
 - The College must be advised of a change in medication dosage, frequency and/or route via a new Consent Form and accompanied with medical authorisation showing the new dosage requirement.

5. Provide medication in the following manner:

a) Prescription Medication

In addition to a completed *Consent Form* all prescription medication must be received in its original container or Dose Administration Aid (DAA) with medical authorisation in the form of one or more of the following:

- a prescribing health practitioner's letter
- a detailed health plan (signed by the prescribing health practitioner)
- the medication with a current pharmacy label including:
 - Name of the student
 - Name, strength, and description of the medication
 - Name of the medical practitioner prescribing the medication
 - Dosage, Route & Time/Frequency of administration of the drug
 - Storage instructions and expiry date of medication; or
- a medication order

b) Over-the-counter and 'As Needed' medication - (E.g. of 'As Needed' medication is antihistamine for hay fever, ointment for eczema, asthma reliever).

In addition to a completed *Consent Form* all over-the-counter and 'as needed' medication must be received in its original container or Dose Administration Aid (DAA) with medical authorisation in the form of either:

- a prescribing health practitioner's letter
- the medication with a current pharmacy label including:
 - Name of the student
 - Name, strength, and description of the medication

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- Name of the medical practitioner prescribing the medication
- Dosage, Route & Time/Frequency of administration of the drug
- Storage instructions and expiry date of medication
- A medical practitioner co-signs the Consent to Administer Supplied Medication Form

***NOTE:** The Health (Drugs and Poisons) Regulation 1996 does not permit a staff member to repack medication (e.g. placed in envelopes or other types of temporary containers).*

6. Before you provide the College with your child's medication, please check:
 1. the expiry date to ensure it is in-date
 2. the quantity provided to ensure there is enough for the agreed period
 3. Take note of the expiry date so that you can replace the medication before it expires
7. If you believe your child can self-administer their own medication at school, please contact the Head of Campus to discuss, as this requires authorisation from the medical practitioner, consultation with the student and Head of Campus approval. Please note, Schedule 8 medication (e.g., Ritalin) cannot be self-administered by a student.
8. Children are not to have medication stored in their lunchbox or school bag as this may lead to other children taking the medication or incorrect dosage and could have serious consequences.
9. Please note that the College maintains a conservative amount of paracetamol for non-routine use. College supplied Paracetamol will only be administered if staff:
 - have received written authority (refer [Consent to Administer Paracetamol form](#)) as well as verbal instruction from a Parent/Caregiver at the time of administering **OR**
 - have received instruction from an Emergency Medical Dispatcher (EMD) providing essential pre-arrival advice on a Triple Zero call.
10. College held emergency first aid medication such as Adrenaline auto-injectors and asthma relievers may be administered by First Aid Officers as a first aid response in an emergency.

Please read all the points carefully, any queries please do not hesitate to contact the campus reception and ask to speak with the First Aid Officer.

Thank you for your understanding and cooperation to help keep our students safe and supported.