

Requirements for medication that needs to be taken at school

Principal permission is required for a student to carry and self-administer any medication, except for **secondary students who can carry and self-administer an asthma inhaler only**. For all other medication the following is a summary of the EQ Administration of Medication Policy, whether students are on or off campus.

The following is a summary of the EQ Administration of Medication Policy. It relates to all school students whether on or off campus.

- **ALL** medication, including over the counter medication (Including pharmacy dispensed medicines, naturopathic, homoeopathic, vitamins, minerals, herbal preparations, cough and cold remedies, non-prescription anti-histamines, pain relief such as paracetamol, aspirin and non-steroidal anti-inflammatory medications such as Naproxen, Advil.) must be authorised in writing by a prescribing health practitioner e.g. doctor/dentist/optometrist, NOT a pharmacist, before it can be administered to students. Medication **must** be handed in to Student Services, or to the first aid officer if for a camp.
- Prescription medication must be in the original container with a pharmacy label bearing the name of the student, instructions on when and how much to administer, and the prescribing doctor's name.
- Any changes to the instructions for the administration of medication from the original pharmacy label must be provided in writing by the/a prescribing health practitioner i.e. the medication can only be administered when the instructions given by the parent/carer on the Administration of Medication at School Record Sheet match the **name** and **instructions** on the pharmacy label **and** in the prescribing health practitioner's written instructions.
- Non-prescription medicine must be in the original container with a pharmacy label bearing the name of the student. It must be accompanied by a letter from a prescribing health practitioner, as specified above, detailing the precise circumstances under which it is to be administered and specific details as to the timing and quantity that is to be administered.
- All medication must be in date i.e. not have exceeded the expiry date.

Checklist for medication:

You have medication for your child:

1. Is the medication in its original form in the original packaging?
Yes, go to the next question; No, cannot be administered at school/on camp.
2. Does the packaging have a pharmacy label with the student's name?
Yes, go to the next question; No, cannot be administered at school/on camp.
3. Is the medication in date?
Yes, go to the next question; No, cannot be administered at school/on camp.
4. The medication is prescription i.e. the doctor's name is on the pharmacy label (**not** Dr Pharmacist)
 - a) Yes – have you, **a parent of the child**, filled in and signed the Consent to Administer medication form?
 - b) Yes – are the details on the pharmacy label the same as those on the record sheet?
 - c) Yes – this medication can be administered at school/on camp.
 - d) No to any of the above – the medication cannot be administered at school/on camp.
5. The medication is not prescription medication:
 - a) Have you supplied a letter from **a medical practitioner** detailing when, how much and how often to administer?
 - b) Yes – have you, **a parent of the child**, filled in and signed the Consent to Administer medication form?
 - c) Yes - does the information on the record sheet match that given by the doctor?
 - d) Yes - the medication can be administered at school/on camp.
 - e) No to any of the above - the medication cannot be administered at school/on camp.