

Administration of Medication - Education Queensland Policy

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, 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
- 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.
- Where required, parents must supply appropriate measuring and dispensing equipment for the medication e.g. syringes or measuring spoons for liquid medicine.

Parents/caregivers must:

- Have completed the appropriate Administration of Medication at School Record Sheet
- Provided the medication in the original container, with a pharmacy label, within date and a prescribing health practitioner's letter if required.
- Sign a record of the number of tablets supplied, and then returned when no longer required.