



## Administration of Medication

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To better manage our medical service to your child, please note the following procedures regarding medication being brought to and administered in school. Medication refers to prescribed medicines administered orally (tablets or liquid) for example Panadol or antibiotics, ointments/creams applied topically, sprays for example Ventolin inhalers, or EpiPen injections for allergic reactions.

Students with severe allergies or other medical conditions requiring emergency medication, and students with moderate to severe asthma are strongly advised to provide the school with their medication which will be kept in the medical room.

We encourage parents and physicians to minimize the prescribing of medication to be taken during the school day. Medications will be expected to be given before and after school hours when possible. However, if your child requires medication in school, please adhere to the following guidelines:

1. A request must be received from the parent or guardian in writing.
2. A Medical Authorisation Form must be submitted to the school before medication can be administered.
3. If the medication was prescribed by a doctor, a note from your doctor should be received to the effect that it is necessary for the child to take medication during school hours and the reason for medication (medical condition). The note should give clear instructions concerning the required dosage and administration time.
4. Medication should be clearly labelled in English, with the name of medication, dosage and time of administration, in its original packaging/container.
5. Medication should be brought to school by the parent or parent's representative, and given to the school health professional.
6. The school does not assume responsibility for any reactions that may occur following administration of medication sent from home, nor can there be any responsibility assumed if the parent does not send sufficient medication or provide timely replacement due to expiry.

To protect your child, we will not prescribe/provide medication to your child. We ask that all parents follow the procedural guidelines for the safety of everyone on our school community.

Thank you for your support.

Jane Foxcroft  
Principal