

Medication at School - A Parent/Carer Guide

*Keeping students safe and well at school is a shared responsibility. This flyer explains **how medication is managed at school**, and what parents and carers need to do.*

The Department of Education advises:

Wherever possible, parents/carers should:

- Give medication **at home**, or
- Adjust dosage times so medication is **not required during school hours**, or
- Attend school to administer medication themselves (practical for single doses).

If not practical for the parent/carers, the school may agree to administer medication **with the correct documentation and parent/legal carer consent**.

Before Medication Can Be Given at School

Parents/carers must:

✓ Complete a Consent Form

A **Parental Consent to Administer Medicine form** must be completed and signed by a legal parent/carers.

The form must clearly state:

- Your child's name
- Medication name
- Reason for medication
- Dosage and time to be given
- How the medication is taken (e.g. oral, inhaler, topical)
- Length of medication treatment
- Possible side effects
- Any special instructions (e.g. take with food)

Medication cannot be administered without written consent, except in emergencies such as asthma or anaphylaxis.

Supplying Medication

Parents/carers are responsible for supplying:

- Medication in the **original container** with pharmacy label (Monday – Friday dose boxes will be accepted for 'long term' medication, after initial sighting of pharmacy label)
- Clear dosage and timing instructions
- Enough medication for the required period
- Any measuring or storage devices
- A water bottle for student to bring to office each time attending for medication (or disposable cups)

We ask, please:

- Be mindful of expiry dates when providing medication
- Replace medications before they expire
- Collect unused or expired medication by the last day of the school year.
- **Keep Us Informed.** Please ensure the school always has:

- Up-to-date contact details (Changes can be made via **Compass** or an email to the school)
 - Current medical information (Changes can be made via **Compass** or an email to the school)
 - Updates to medication (Changes must be made on the current Medication Authority Form on file at the front office.)
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Important Medication Rules

-  Medication must **never be sent or left in a child's bag**
 -  Students must not carry medication, **except approved asthma inhalers**
 -  Morning doses (before school hours) are **not administered by school staff**
 -  The first dose of new medication **must not** be given at school (or on the morning of a school day) for safety reasons
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Over-the-Counter Medications

- Can be administered for **up to 48 hours only** with parent consent.
 - Must be age-appropriate, in original packaging, and within expiry date
 - Longer use requires a **doctor's prescription or letter**
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Asthma and Anaphylaxis

Asthma

- A current **Asthma Management Plan** must be provided or held by the school, at the start of each year, or as expires mid-year.

Anaphylaxis

- An **Anaphylaxis Action Plan**, completed by a GP, must be provided or held by the school.
 - Immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis (RED)
 - Provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis (RED) and provide it to the school each time it is updated
 - Parents must supply in-date **EpiPens/Anapens** and replace them before expiry
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Need More Information?

- Refer to the **LPPS Medication Administration Policy** on the school website
- Speak with the school office staff if you have questions

Working together helps keep every child safe and supported at school