

## Administration of Medication to Students

Dear Parents/Caregivers

Please be advised that Education Queensland requires all schools to apply the following guidelines in administering medication to students.

When a student is to receive medication at school or when involved in school-approved activities, the following guidelines approved by the Director-General of Education **MUST** be observed as per *EOG 88.17.03*.

1. Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/legal guardian must, in the first instance, make a written request to the principal of the school or complete a medication form (available from the office).
2. A teacher or other adult person on the school staff authorised by the principal to give medication to a student, may accept responsibility to give medication to a student while at a school or while involved in school-approved activities, following such written request from a parent/legal guardian.
3. Where a teacher or other adult person on the school staff authorised by the principal to give medication to a student, is to administer medication, the instruction provided should be **written on the medication container** by the **pharmacist** at the **medical practitioner's direction**. The teacher or other authorised person should **NOT** accept the instructions solely of the parent/legal guardian. **The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered.**
4. At **NO** time should any medication provided for one student be administered to another student. (This also applies to siblings)
5. At all times, medication must be kept in a secure place, (one exception, in selected cases, is that of inhaler therapy for asthma. On written permission from a parent/legal guardian, and with the approval of the school principal, the student may be responsible for the inhaler).
6. All unused medication is to be returned to the parent/legal guardian of the student.
7. **Non-prescribed oral medications** (such as analgesics ie. Panadol etc. and over-the-counter medications) **will not be administered** by teachers or other persons on the school staff without written advice from a medical practitioner.

If you require any further information or clarification, please feel free to contact the School Administration on 46368333.