



2 November 2016

Dear Parent/Carer,

### PERMISSION TO DISPENSE MEDICATION - 2017

All medication, including over-the-counter medication such as paracetamol and alternative medicines, treatments or supplements, must be authorised by a medical practitioner **BEFORE** being administered to students.

School staff are NOT permitted to administer any short term medication, including Panadol type products and antibiotics, unless we are provided with:

- a **written request** from the parent/carers (see attached form)
- a **'Request to Administer Medication at School'** form – completed by **both the parent and doctor** (this includes 'Panadol type' products)
- **medication in the original, labelled container** (NB. All medication, including 'Panadol', require a current year dated pharmacy label with relevant instructions including student name, dosage and times to administer)

Medication required for medical emergencies, such as anaphylaxis, diabetes, epilepsy or asthma is to be accessible to school staff at all times. These will be administered according to the student's Individual or Emergency Health Plan.


If your child requires regular, prescription or over-the-counter medication please visit your family doctor and return the attached form as soon as possible. **Please note these forms DO NOT carry over from one year to the next. You will need to contact your family doctor to ensure the necessary paperwork is completed for all medication to be administered at school during 2017.**

The only exemption is a spare asthma ventolin puffer which we can store if it is in its pharmacy box and labelled with the student's name. This does not require the "Request to Administer Medication" form to be signed. However, if you are at your doctor you can get him/her to include this medication on the permission form.

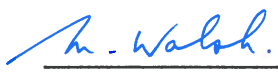
Parents are to deliver the medication to the SEP Administration Building (L block) along with the signed form. Please do not send these in with your child.

Please feel free to contact me should you require further information.

Thank you,

  
Julie Nobbs

Head of Special Education Services

  
Maryanne Walsh  
Principal

# Administration of medication at school record sheet (routine/short-term medication)

## Privacy Statement

The Department of Education and Training (DET) is collecting this personal information for the purpose of enabling school staff to administer the necessary medication to your child while at school or during school-related activities. This information will only be accessed by authorised departmental employees, including school staff and State Schools Nursing Services. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless you have given DET permission or DET is required or authorised by law to disclose the information.

This form is a record of a parent/carer's request for the school to administer a single routine or short-term medication to their child. It is also designed to record the administration of this medication to a student by school personnel. For students who require more than one medication, a separate form will need to be completed for each additional medication. This form has space to record two doses of medication per day. More rows may be added if more than two doses are required per day. Where dosage requirements vary from day to day (e.g. for insulin, Rivotril), a letter is required from the prescribing health practitioner to advise the school that the parent/carer will be responsible for notifying the school of any adjusted doses.

N.B. If the student's dosage of medication changes (e.g. 20mg to 30mg), complete a new *Administration of medication at school record sheet (routine/short term medication)*.

## Instructions

*Prior to administering medication, confirm that:*

- the parent/carer has completed Section 1 of this form and provided in-date medication in the original pharmacy labelled container
- the medication container has a valid pharmacy label which includes the name of the prescribing health practitioner to confirm that it is prescription medication
- the student has received a dose at home without ill effect prior to the school administering the medication
- the pharmacy label instructions match Section 1.

## *During administration*

Follow sequence in *Appendix 2: Administering routine/short term medication checklist (INCLASS protocols)* in the *Guidelines for the administration of medications in schools*.

## *After administration:*

Initial the appropriate box in *Section 2 – Record of administration of a single medication at school* to confirm that the medication was administered, or enter the appropriate code from the Key located at the bottom of Section 2.



