



PLATTSBURG PUBLIC SCHOOL

Administration of Medications Policy

The administration of prescribed medication in schools is carried out by staff who volunteer and who are trained. Except in an emergency, only individual staff members who have volunteered and been trained will administer prescribed medication to students.

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers are expected to:

- co-operate with the school on student health matters.
- inform the school of the health needs of the child at enrolment or when health conditions develop or change.
- liaise with the child's medical practitioner about the implications of any health condition for their schooling and convey advice and information from the medical practitioner to the school.
- if required, provide prescribed medication and 'consumables' for administration by the school in a timely way and as agreed with the principal.
- provide medications that have been labelled and packaged by a pharmacy; this includes webster-paks.
- where relevant, collaborate with the school in planning to support the child's health needs at school including updating information and reviewing plans.

N.B. It is a requirement that the Prescribing Medical Practitioner provide written documentation that names the medication, condition the medication is treating, provides details of dosage and instructions for administration.

Non-prescribed medications

Schools generally do not administer non-prescribed medications. Non-prescribed medications are those products that can be purchased without a prescription and include such things as Panadol, ointments and cough and cold remedies. At Plattsburg PS a request for staff to administer non-prescribed medications will be considered by the principal and you will be contacted if the request is approved. The school encourages parents/carers to, where possible, administer non-prescribed medications before and after school.

N.B. It is a requirement that the Prescribing Medical Practitioner complete this request for non-prescribed medications and that the medication have a pharmacist's label with your child's name and details for administration. If the request is for more than one non-prescribed medication, a separate request for each medication must be completed.

Individual health care plans

An individual health care plan must be developed for any student:

- diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis and/or
- diagnosed as being at risk of an emergency and/or who requires the administration of health care procedures.

In the case of anaphylaxis, allergies and asthma an ACSIA Plan must be completed and signed by a medical practitioner for school records. It is a requirement that these plans be updated each year.

Plattsburg PS values the cooperation of parents, medical practitioners, health services, other relevant agencies and local community resources to assist them to support the health of students. In developing a written individual health care plan the principal may request the advice of the specialist health practitioner/s involved in the student's care.



PLATTSBURG PUBLIC SCHOOL

Request for support at school of a student's health condition

This request form includes 4 sections:

Student details (page 2)

Request for administering prescribed medication (page 3)

Request for other support (page 4)

Parent and emergency contact details (page 5)

Please remember to sign and date the form on page 5 before returning it to the school.

Student details

First name: Last name:

Date of Birth:

Enrolled at this school: Yes ☐ No ☐ Class, if currently enrolled:.....

Current school if not enrolled:

Health/medical condition:.....

.....

Could your child experience an emergency reaction in relation to this condition? (please tick)

Yes ☐ No ☐

Doctor's name/medical centre:

Doctor's address:

Doctor's phone number:

Please provide the name, address and phone number of any other doctor or medical specialist who may currently be treating your child.

Allergy/medical condition	Doctor's name	Address	Telephone

If your child has a documented plan to support any health or medical needs from a previous school or organisation (e.g. preschool, occasional care, etc) please provide it to the school as an attachment to this form.



2. Request for administering prescribed medication to the student

Note: if your child is to take more than one prescribed medication, please attach a separate request for each medication.

Name of prescribed medication:

Prescribed for (name of medical condition):

Prescribed dosage:

What are you requesting the school to do?

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Expiry date of the medication:

Note: if you can't provide this information now we will need to know the expiry date when the medication is given to the school.

Special storage requirements if any e.g. in refrigerator:

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Special instructions for administering the prescribed medication/s e.g. must be taken with food or with a glass of water:

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Through information you have obtained from your doctor or got yourself, are you aware of any likely side effects from the prescribed medication?

Yes ☐ No ☐ If Yes, please provide more information:

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If your child administers his or her own medication at home, do you request that he or she self administers this medication at school?

Yes ☐ No ☐

Note: the Principal needs to approve a decision for a student to self administer.

If yes, please describe what support your child needs to administer the medication in a non emergency situation at school. You may like to include information about how you support your child at home to administer their medication.

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Note: Where possible, the medication should be provided to the school in its original pharmacy packaging.

Secure delivery of prescribed medication is important for the safety of your child as well as for the safety of other students in the school.

Please name the person who will carry the medication to school:

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Note: if you are unable to deliver the medication to school, it is advisable that you nominate a responsible person, who is not a school staff member, to transport the medication to the school.

For some medications and some students it can be appropriate for them to carry their own medication to and at school. For example, asthma reliever medication and pancreatic enzymes for cystic fibrosis. If your child is to carry their own medication we want to be able to support this and request some information so that we are well informed.

Note: The school may still need you to provide an additional supply of the medication for storage in central location/s within the school and for use if your child needs the school's help.

Would you like the principal to consider a request for your child to carry their medication?

Yes ☐ No ☐

Note: The Principal needs to approve a decision for a student to carry their own medication at school.

If yes, please describe where and how your child will carry this medication, for example, my child will carry it on their person in a medical pouch or bum bag.

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Note: Your child's medication should be clearly labelled with their name.



3.Request for other support

Please provide details of any other health care support needs of your child while they are at school and involved in school activities.

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4. Parent contact details

Name:.....

Relationship to child:

Address:

Home phone: Work phone:

Mobile phone:.....

Email:

Parent or carer signature: Date:

Privacy notice

The information requested on the form is essential for assisting the school to plan for the support of your child’s health needs. It will be used by the NSW Department of Education and Communities for the development of arrangements with you to support your child’s health needs. Provision of this information is voluntary. If you do not provide all or any of this information, the school’s capacity to support your child’s health needs could be impaired. This information will be stored securely. You may correct any personal information provided at any time by contacting the Principal.