



Dear Parents/Caregivers,

As the health and safety of students at our schools must be taken very seriously Education Queensland has incorporated new procedures for Administering Routine and Emergency Medication and Management of Health conditions.

Management of student's health conditions, including the administration of medication, is a courtesy provided by a school consistent with their duty of care to:

- Maximise the participation in school activities of students who require medication or special procedures for managing a health condition; and
- Optimise the health, safety and wellbeing to staff and students at our school.

Please note the following:-

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student's parent or legal guardian. Staff must follow the directions on the original pharmacy label attached to the medication container.

School Staff **must not** administer over-the counter medication, including analgesics, homeopathic or prescribed medication unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin.

### **The Role of Parents/Caregivers**

Parents/caregivers **must** undertake the following in relation to the administration of medication and/or management of health conditions.

- **Notify** the school in writing of a health condition requiring medication at school.
- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- **Notify** the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication **in the original labelled container** and submit to the office.
- Ensure the medication is not out of date and has an **original pharmacy label** with the students name, dosage and time to be taken.
- **Notify** the office in writing when a change of dosage and medication is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise the office in writing and collect the medication when it is no longer required at school.

Please note that medication sent into school without an original pharmacy labelled container **will not** be accepted.

Thankyou

*K Zahra*

Karen Zahra

Business Services Manager