

Administration of Medication

Information for parents/carers



This information sheet provides advice for parents/carers and their child's health practitioner/s regarding the documentation required for Townsville Catholic Education Schools to safely administer medication to students while they are at school or school-related activities.

All medications you provide for the school to administer to your child must be **prescribed by a qualified health professional** who is authorised to prescribe medications under *Medicines and Poisons (Medicines) Regulation 2021 (Qld)* e.g. doctor, dentist, optometrist, nurse practitioner. A pharmacist is not a prescribing health practitioner.

For further information, speak to your child's School and/or refer to the [Administration of Medication Procedure](#) which can be obtained from the school upon request.

1. For all Medications

For all prescribed medications to be administered to a student during school hours and/or during school-related events, provide the school with:

- a completed [Consent to Administer Medication Form](#) available from the school.
- the medication (in its original container, with intact packaging) with a completed current pharmacy label (that indicates that it is prescribed medication), and/or
- other written medical authorisation signed by the prescribing health practitioner, including:
 - a signed letter, or other signed written instructions as required.
 - a completed and signed Health Plan / Action Plan

2. Where no additional information is required from your practitioner

If your child requires medication at a routine time (e.g., 11am every day), the pharmacy label attached to the medication provides the school with the instructions from the doctor/dentist needed to safely administer the medication. Examples of routine medication include Ritalin, antibiotics, eye/ear drops, enzyme tablets and ointments.

No other written information from the prescribing health practitioner is required.

3. Where you will need additional written information from your practitioner

The school will need additional written information from the prescribing health practitioner if your child:

- a) **requires medication as an emergency response.** Depending on your child's health condition, your doctor will need to complete an Action Plan (e.g., Asthma, Anaphylaxis, Diabetes) and/or provide written instructions if your child has more complex health needs.
- b) **requires medication 'as needed' (but not as an emergency response).** Where medication is to be taken as needed in response to a student's symptoms (e.g., toothache, migraine), the school requires clear instructions to enable non-medically trained school staff to safely administer the medication.

The school will require a completed PART B of the [Consent to Administer Medication Form](#), or specific written GP instructions e.g., where school staff are required to administer medication as part of a health procedure.

- c) **The dosage or instructions have changed from that on the pharmacy label.** If there are changes to your child's medication dosage, or if instructions have change from the initial consent obtained, an updated [Consent to Administer Medication Form PART A & PART B](#) is required.

To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

4. Collection of Medications

It is your responsibility as the Parent/Carer to:

- Collect any unused medication when it is no longer required to be administered at school.
- Collect all medications at the end of the school year. Schools do not hold medications over the end of year School holidays.

5. Over the Counter (OTC) Medications

OTC medications are those that can be purchased from pharmacies, supermarkets, health food stores and other retailers without having a prescription. Examples include cold remedies, cough syrups, anti-fungal treatments, non-prescription analgesics such as paracetamol as well as alternative medicines (traditional or complementary) such as herbal, aromatherapy and homeopathic preparations, vitamins, minerals and nutritional supplements.

OTC medication administrations administered at school, must be prescribed and have the appropriate consent forms completed.

Schools will not administer OTC medications that have not been prescribed by a health professional.

6. Self-Administration of Medications

Contemporary management of chronic health conditions encourages students to build independence, recognise the signs and symptoms of their health condition, and administer their own prescribed medication, either routinely or as needed.

PART C of the [Consent to Administer Medication Form](#) is to be completed when requesting approval for your child to self-administer their medication at school.

Approval is at the discretion of the Principal once all risks associated with the safe self-administration have been considered. The principal will not approve self-administration for students who are prescribed Controlled Drugs (e.g., Ritalin or Dexamphetamine).

Students carrying unprescribed medications and self-administering is discouraged. If you child requires medications (including OTC medications) during the school day, please consult with your health practitioner for advice regarding management of your child's health condition and obtain the appropriate school medication approvals as required.