



☎ 02 4733 6204

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Glenmore Park Public School

Medications Policy

Revised 06/09/2023

Glenmore Park Public School prioritises the safe administration of medication to students. This policy is applicable for all medications.

Medication administration will only be provided by the school once the required forms have been received. Students with ongoing medical conditions will require a new completed form to be handed in on the first day of each school year as medication forms automatically become void at the end of each school year.

1. Parent/Carer Responsibilities

1.1 Authority for school to administer

Parents/carers must provide the *Administering Student Medication Request* form before any medication can be administered at school. It is recommended that the form be filled out in the presence of the child's doctor to ensure accurate information. Each medication will require a separate form. Parents/carers must notify the school in writing when the school is to cease administering the student's medication.

1.2 Providing medication

1.2.1 Controlled substances

Controlled substances in the form of a pill must be provided in Webster-paks® provided by pharmacies. Controlled substances in the form of a liquid must be provided in the



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original bottle with a pharmacy label. It is a requirement that medication is provided for an entire term.

1.2.2 Prescription medication

Any prescribed medication must be provided to the school in its original packing with a pharmacy label or in a Webster-pak®. Any pill medications that are required to be administered in half or quarter doses must be provided to the school in a Webster-pak®. It is a requirement that medication is provided for an entire term.

1.2.3 Over-the-counter medication

Any over-the-counter medications must be provided in its original packaging with the student's information and dose clearly labelled.

1.2.2 Tools to administer medication

Parents/carers must provide any necessary tools required for their child to take medication, e.g. a drink bottle for pills, a spacer for an asthma reliever medication, or a syringe or medicine cup for liquids.

1.3 Expired medication

Expired medication can be collected by parents/carers from the office. Medication that has not been collected that is two weeks past the expiry date will be taken to a pharmacy for disposal.

1.4 Changes to prescriptions

1.4.1 Changes to substances

In the event of a child's medication changing substances, a new *Administering Student Medication Request* form must be completed before the new medication can be administered at school.

1.4.2 Changes to dosage

In the event of the dosage or time of administration being the only change to your child's prescription, a *Change of Dosage for Prescription Medication* must be



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completed before the school can administer the new dosage. In addition to the form, the medication's pharmacy label must be updated OR a letter from the doctor outlining the changes must be provided.

2. School Responsibilities

2.1 Storage

Controlled substances are stored in a locked cupboard in the administration office. Prescription medications are stored in a cupboard in the administration office. Medications that require refrigeration are stored in the sickbay refrigerator. EpiPens are stored in school bumbags in the student's classroom and must remain with the student as they move throughout the school, with the exception of recess and lunch, where the bumbag is to be given to a teacher on duty where the student will be playing. Asthma reliever medications are to be kept with the student at all times for students in Years 1-6. Asthma reliever medications for Kindergarten students may be kept with the student or in the administration office.

2.2 Authorised staff

Staff members can volunteer to administer prescribed medications and health care procedures in schools. Such staff members will need to have completed *Administration of Medication in Schools* online learning to be able to administer medication. It is the responsibility of the staff members who volunteer and are trained in administering prescribed medications to do so in accordance with department policy and procedures.

2.3 Administration times

Medications must be administered times specified by the doctor. Where this time conflicts with parent/carer wishes, the medication's pharmacy label must be updated OR a letter from the doctor outlining the changes must be provided. Staff will



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endeavour to provide the medication at the required time, although some variations may be unavoidable on occasion.

2.4 Record keeping

All medications administered to students are to be recorded at the time of administration on the school's internal software.

2.5 Excursions and camps

All medications are to be securely stored and remain with a member of staff who has completed *Administration of Medication in Schools* online training. Remaining medication will be returned to the school at the completion of the event.

3. Self-Administration of Medication

Under no circumstances can a student carry their own medication without the required forms and principal approval.

3.1 Controlled substances

Under no circumstances are students to self-administer their own controlled substances.

3.2 Prescription and over-the-counter medications

3.2.1 Authority to self-administer

Parents/carers who wish for their child to self-administer their prescribed or over-the-counter medication must complete a *Request for Student to Self-Administer Medication* which is subject to approval by the principal. If the request is approved, a confirmation letter will be emailed.

3.2.2 Requirements

Any prescribed medication must be provided to the school in its original packing with a pharmacy label or in a Webster-pak®.



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3.3 Anaphylaxis and asthma medications

3.3.1 Informing school of anaphylaxis or allergies

Parents/carers must notify the school if their child has anaphylaxis or allergies. The school must be provided with an ASCIA Action Plan created and signed by the child's doctor. An *Individual Health Care Plan* will be required for students with anaphylaxis.

3.3.2 Informing school of asthma

Parents/carers must notify the school if their child has asthma, for which an *Individual Health Care Plan* will be required if the student requires any medication, including asthma reliever medication, or additional support at school.

3.3.3 Self-administration and approval to carry medication

Students with anaphylaxis or asthma are required to keep their medication on them throughout the school day (excluding Kindergarten students). Parents/carers whose children require these medications at school must complete a *Request for student to carry their own EpiPen® , Anapen® or asthma reliever medication* form which will need to be approved by the principal. If approved, you will receive a confirmation letter via email.

4. Monitoring and Review

4.1 Monitoring

4.1.1 Reactions

First administrations of medication are not to be administered by the school. In cases of adverse reactions, parents/carers will be notified and the child may be sent home. Emergency 000 may be called in extreme circumstances.

4.1.2 Incorrect Administration

In the event of a student receiving incorrect medication or an incorrect dosage, parents/carers will be notified and an incident report will be filed.



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4.2 Review

All medication forms are to be updated at the beginning of each school year. Individual health care plans are to be reviewed at least annually.