



ADMINISTRATION OF MEDICATION AT SCHOOL

St Paul's has a duty to take reasonable care for the safety and welfare of our students. This care extends to assisting students manage their medical condition that requires medication, where medication cannot be administered outside of school hours.

If your child requires staff to administer prescription or over-the-counter medication at school, you will need to complete a *Request to Administer Medication Form*.

School staff will only administer prescription medication that:

- Has been prescribed by a qualified medical practitioner (e.g. doctor, dentist)
- Is in its original container
- Has an attached pharmacy label to the container
- Has been delivered to the school by the parent/ carer and is accompanied by a completed *Request to Administer Medication Form*

School staff will only administer Over-The-Counter medication that:

- Is in its original container
- Has been delivered to the school by the parent/carer and is accompanied completed *Request to Administer Medication Form* including the signature and stamp from a qualified medical practitioner

If your child requires more than one medication, you will need to complete a form for each medication.

ASCIA ANAPHYLAXIS ACTION PLANS / ASTHMA MANAGEMENT ACTION PLANS

If your child is at risk of anaphylaxis, asthma or an allergic reaction, it is important that the school is provided with a current **ASCIA Anaphylaxis Action Plan / Asthma Management Plan** completed by a doctor. This plan provides up-to-date information for the school regarding the medical management of your child's condition.

If there are any changes in your child's health care needs, please inform the school as soon as possible.