



ST FRANCIS CATHOLIC COLLEGE

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ADMINISTRATION OF MEDICATION AT SCHOOL

St Francis Catholic College has a duty to take reasonable care for the safety and welfare of our students. This care extends to assisting students in managing any medical conditions they have which may require medication to be administered during school hours. If staff are required to administer any medication to your child while at school, you will need to complete a *Consent to Dispense Medication* Form.

Prescription Medication	Medication that is prescribed by a medical practitioner.
Schedule 8 Medication	Medication that is subject to strict legislative controls due to their potential for misuse, abuse and dependence, e.g. Ritalin, Endone.
Over the Counter (OTC) Medication	Medication that can be bought off the shelf from supermarkets/ pharmacies or after consultation with a pharmacist.

School staff will only administer **prescription medication** that:

- Has been prescribed by a qualified medical practitioner (e.g. doctor, dentist, paediatrician)
- Is in its original packaging with a copy of the pharmacy label attached
- Has been delivered to the school by the parent/carer and is accompanied by a completed *Consent to Dispense Medication* Form (including the signature and stamp from a qualified medical practitioner OR pharmacist)

In addition to the above criteria, school staff will only administer **schedule 8 medication** that:

- Is accompanied by a letter from the prescribing medical practitioner outlining the dosage details (dosage details must match that on the pharmacy label AND the *Consent to Dispense Medication* form)
- Is in the original container or a dose administration aid (such as a blister pack or weekly tablet dispenser) with the pharmacy label attached
- Has a photocopy of the original container attached to the container that has been signed and dated by the parent/carer

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

- Is in its original medication packaging
- Has been delivered to the school by the parent/carer and is accompanied by a completed *Consent to Dispense Medication Form* (including the signature and stamp from a qualified medical practitioner OR pharmacist)

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 should be kept up-to-date, preferably on an annual basis as it provides information 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.