

# RACEVIEW STATE PRIMARY SCHOOL

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Dear Parent/Caregivers,

As the health and safety of students at our school must be taken seriously Education Queensland has incorporated new procedures for Administration 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 the student with medication under carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the Student's parents/caregiver or legal guardian (form available at the office). Staff must follow the directions on the original pharmacy label attached to the medication container.

Please note that medication sent into school without an original pharmacy labelled container **will not** be accepted. **Forms are available from the office** for yourself and your medical practitioner to sign. They must be returned to school before any medication can be dispensed.

*“Progress With Honour”*

## REQUEST TO ADMINISTER MEDICATION AT SCHOOL

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School Name: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Date of Birth / /  
 Allergies: \_\_\_\_\_ Year Level: \_\_\_\_\_

Please list all medications that your child requires during school hours. Please also list medication administered at home and any emergency medications.

Name of medication	Strength (eg 10mg)	Dosage (eg 1 tablet)	Route (eg oral, via PEG)	Time/s to be given at school	Time/s given at home	Other useful instructions or information

Parent/Carer  
 Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

I hereby request that school staff administer the necessary medication to my child while at school.  
 I agree to notify the school, in writing, if there are any changes in the above medication.

Authorising Practitioner  
 Print name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:**

For **school staff** to administer over-the-counter medication, **authorisation is required** from a medical practitioner

The following points are for security and safety purposes, and are requirements of the *Health (Drug and Poisons) Regulation 1996 (Qld)*.

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- The student has received a dose at home without ill effect.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents are working with a prescribing health practitioner to determine a dose for that day (e.g. insulin, Rivotril) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the school of the adjusted dose.
- This form will be reviewed annually or as the students is prescribed a change in medication.

The Queensland Government has established a set of procedures for the collection, use and disclosure of personal information within the Queensland public sector, based on the Information Privacy Principles. The Information Privacy Principles are incorporated into the *Queensland Government's Information Standard 42: Information Privacy*. Last updated: 23/03/10

Uncontrolled copy. Refer to HLS-PR-009: Administration of Routine and Emergency Medication in Schools at <http://education.qld.gov.au/strategic/epor/health/hlspr009/> for master.

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