

Administration of Medication Policy

Frequently Asked Questions



Q: *What changes have been made to the Administration of Medications Policy?*

A: The Policy now allows parent/s to authorise Over the Counter Medications (OTC medicine/s). You no longer need the written authority of a Health Professional.

Q: *What is an Over the Counter medicine (OTC medicine)?*

A: Any medication, herbal remedies, supplements or homeopathics that can be bought without a prescription script. i.e. panadol, antihistamines, vitamins, tissue salts and herbal tinctures

Q: *How can I authorise my child receiving their OTC medicine at school?*

A: You can use our form (Specific Medication Authority) or write a note with the following details:

- name of the student and name of the OTC medicine; and
- instructions for usage including details of dosage, timing and route of administration (ie. via mouth, rub on skin)

The medication must be supplied in its original packaging, have the child's name on the packaging (parents can write this on) and the expiry date must be clearly visible.

Q: *How can my child receive their prescription medicine under the updated policy?*

A: You can ensure prescription medicine will be given to your child during school hours by providing a signed note with the name of the student and name of the prescription medication.

You will also need to provide Medical Authorisation (letter) from the prescribing medical practitioner, a Health Plan **or the original medication with an attached prescription Pharmacy Label, noting the name of the prescribing medical practitioner.** The prescription medication must be in its original packaging with the Pharmacy Label intact with your child's name on the label.

Q: *Are all staff trained in first aid?*

A: Yes. All staff are trained in Senior First Aid plus two staff members are trained in Remote First Aid.

Q: *What is in the school's first aid kits?*

A: The School's first aid kits are stocked and replenished with the recommended first aid supplies in accordance with the school's capacity and Work, Health and Safety requirements. Sitting alongside this standard first aid kit is the School's Complementary Medicine First Aid Kit which contains items recommended by the School's Registered Homeopath.

Q: *Are homeopathic or complementary medicines part of the School's first aid kits?*

A: Yes, the School's Complementary Medicine First Aid Kit contains items recommended by the School's Registered Homeopath and can be found on our website; Welcome / School Documents / Complementary Medicine First Aid Kit Policy / Complementary Medicine First Aid Kit Contents. Or ask at Reception for a copy of the list.

Q: *Will the school administer homeopathic medicines to my child in a medical emergency?*

A: No. All staff are trained in first aid. In the event of a medical emergency, staff will follow standard medical practice as per their first aid training and call Queensland Ambulance Services.

Q: *Who can prescribe OTC medicines like homeopathic or complementary medicines so that my child can receive them during school hours?*

A: You. The updated Policy allows for parents to authorise all OTC medicines. The new Student Medical Information Form asks parents/carers to identify on whose authority can OTC medicines be administered by the School; one, either or both parents.

OTC medicines prescribed by a Health Professional like Doctors, Naturopaths, Herbalists, Dentists, Pharmacists, Psychologists, Optometrists etc will still need to be authorised by the parent/s with a signed note with the following details:

- name of the student and name of the Over the Counter Medication; and
- instructions for usage including details of dosage, timing and route of administration (ie. via mouth, rub on skin)