



## Medication administration at school

### Information for Parents/Guardians/Carers ("the parent")

Reference: DOBCEL First Aid and Infection Control Policy and Procedure

#### Students with Specific Medical Conditions

- e.g. asthma, epilepsy, diabetes, cancer
- the parent must complete a **Student Health Support Plan** - including relevant action plans and medications.
- Anaphylaxis
- the parent must complete a:  
**Student Health Support Plan - Anaphylaxis** - including relevant action plans and medications.

#### Administration of Prescribed Medication

- the parent should arrange for the medication to be taken outside of school hours, and only at school if required by the prescription dose - the school will support the student to take the medication safely (students are not permitted to take their first dose of a new medication at school).
- the parent must:
- complete a **Student Health Support Plan** and **Medication Administration Record**; or
- make arrangements to administer the medication by coming to the school yourself (please inform your child's teacher and/or office staff).

#### Administration of Non-prescribed Medication

- such as paracetamol
- the parent should arrange for the medication to be taken outside of school hours, and only at school if required.
- the parent must:
- complete a **Student Health Support Plan** and **Medication Administration Record** (available from the office) for each medication; or
- make arrangements to administer the medication by coming to the school yourself (please inform your child's teacher).

#### Forms

- **Student Health Support Plan**
- **Medication Administration Record**
- Hardcopy available from the school office
- Request a copy by emailing [admin@sfnhill.catholic.edu.au](mailto:admin@sfnhill.catholic.edu.au)
- ensure the school has your up-to-date contact details, allergen and medical information for your child

#### My child is unwell

- Please keep your child home if they are feeling sick – fever ( $>37.5^{\circ}$ ), persistent cough, sore throat, swollen glands, rash, upset stomach, eye infection, headlice, feeling unwell.
- If in doubt, please keep your child home and try again another day.
- Keep us informed when your child is unwell, even when they are being kept at home - absent note in SIMON, email your child's teacher.
- If your child has a mild cold, infrequent cough or clear, runny nose and is active, playful and rested they can "stay and play".