Administering medication at school

If your child requires staff to administer medication to them at school, please contact the school office in the first instance to discuss your child’s requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (the doctor’s signature is no longer required – please read the NOTE* below)
- is in its original container
- has an attached pharmacy label.

Office staff will ask you to complete and sign Section 1 of the Administration of medication at school record sheet.

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

*NOTE: Health Practitioner is eg. a Doctor, Dentist, Optometrist, but NOT a pharmacist. To administer medication to students during school or school-related activities, schools require the medication to be prescribed, which constitutes medical authorisation. Schools can confirm that medication has been prescribed by checking that:

- The original packaging is labelled ‘Prescription Only’ or ‘Controlled Drug’ (as these medications can only be sold by a pharmacist on a health practitioner’s prescription).

Or

- The pharmacy label on the students’ medication includes the health practitioner’s name. This includes both prescription and over the counter medications

School staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your child’s qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you can’t provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

Thank you for your assisting the school in keeping our students safe and healthy.