

Medication, Asthma and Medical Forms



Medication:

If your student requires medication to be administered by school staff, please complete the Consent to Administer Medication form. School staff will not administer any over the counter medication, including analgesics, homeopathic or prescribed medication unless all forms are provided by the parent/guardian, and the medication packaging and labelling meet the departmental requirements.

Parent/s are requested to arrange with the teacher-in-charge/administration office for the safekeeping and handling of prescribed medications and equipment prior to the excursion/mini-school/camp. All medication will be administered according to the HLS-PR-009 Administration of routine and emergency medication policy.

Medical Forms and Documentation:

1. **Medical Forms:** Please complete all required medical forms for your child and ensure they are submitted to the school the week before the excursion, or as per due date communicated to families if it is for a camp. These forms are crucial for us to have accurate and up-to-date medical information for each student and plan accordingly.
2. **Asthma Plans:** If your child has an asthma plan, ***it needs to be reviewed annually as per departmental requirements***. If your child's asthma plan is due for review, please arrange a doctor's appointment to ensure the correct documentation is submitted along with all your medication forms before the excursion, or as per due date communicated to families if it is for a camp
3. **Permission to Administer Self-Medication:** Students who use inhalers for asthma will need a permission form to self-administer their medication. Part B of

the attached document. While students will have access to their inhalers via a teacher's backpack at all times, teachers are required to note when any medication, including labelled inhalers, is administered in their folders.

Medication Requirements:

Labelled Medication: All medications, including inhalers, must be clearly labelled with your child's name and dosage instructions.

Additional Medications: If your child requires Panadol, Nurofen, travel sickness medication or antihistamines for allergies to insect bites, these will also require a **permission to administer medication form as well as a written authorisation from a medical practitioner** along with medication supplied in original packaging with pharmacy label.

Written medication authorisation

Medical authorisation can also be:

- a signed letter from the prescribing health practitioner, or
- a Medication order to administer 'as-needed' medication at school, or
- a completed and signed health plan from the treating health practitioner.

These documents need to outline the same type of information that would be found on a pharmacy label i.e. student's full name, clear and detailed directions for taking the medication and contact details for the health practitioner.

This written authorisation must include and must be provided in a labelled packet with the medication.

We aim to have all plans, medication forms, and required documentation completed and printed out for inclusion in the school folders at least a week before events. This will help us ensure we are well-prepared and can provide the best care for your child during the event.

Please direct all further queries to the administration office.

E: administration@caprrocksde.eq.edu.au

P: 4931 4800

Consent to Administer Medication Form: [Click here to download the Consent to Administer Medication form](#)