



Holy Family Catholic Primary School

4 Highfield Road LINDFIELD NSW 2070
Email: hfl@dbb.org.au
Website: www.hfldbb.catholic.edu.au

Phone: (02) 7256 2141
ABN 89 548 339 579

ADMINISTRATION OF MEDICATIONS IN SCHOOLS

The Broken Bay Diocesan Schools System 'Medication policy' and 'Administration of Medication in Schools: Guidelines and Procedures' have been revised. Holy Family is committed to supporting students' health and wellbeing. We require parents/carers to provide the school with any relevant health information that is required to support the student at school. While this information is collected at enrolment it needs to be updated regularly, including when a new health condition develops.

Information about medically diagnosed conditions such as allergies, asthma, diabetes, epilepsy and other health conditions that may require school staff to provide support to students; **(including the administration of medication – prescription or over the counter medication and the need to perform health procedures)**: will need to be provided to the school in writing in the form of an 'action plan' or 'health care management plan' and signed by both the parent/carer and a medical practitioner or a prescribing health practitioner. This must then be discussed with the school. Additionally, any student health care need, action plan or health care management plan that may impact on school activities such as sports, excursions (including camps) must be provided in writing and supported by a medical practitioner/prescribing or qualified health practitioner's advice.

All Broken Bay systemic schools require medical authorisation from a prescribing medical or health practitioner to administer any medication to students (including over the counter medications such as Paracetamol, Claratyne etc).

For your information we require the following:

PROCEDURES FOR SCHOOL STAFF ADMINISTERING MEDICATION TO STUDENTS

- Written request received from the parent/carer in the form of receipt of the Request to Administer Medication;
- Medication to be administered has medical authorisation, e.g. a pharmacy label attached to the original container with information;
- The instructions on the pharmacy label have specific instructions e.g. to be taken with food;
- Information about potential side effects of medication if possible.

Pharmacy labels will include

- Name, strength and description of the medication;
- The dose and route of administration (may include duration of therapy);
- Correct storage information, expiry date and batch number;
- Initials/logo of the pharmacist taking responsibility;
- Time the medication is to be given;
- Any other relevant directions for use, e.g. whether the medication is to be taken with food;
- Logo of the pharmacist dispensing the medication

Please ensure you inform the school office staff of any changes to contact details including the contact details of the people nominated as emergency contacts. We thank you for your assistance in this matter. All information is kept confidential and only disclosed to the relevant staff who are supporting your child.

Pauline Dinale - Principal