# St Mary's Catholic Primary School, Toukley

Address:

458 Main Road, Noraville NSW 2263

Telephone: (02) 4396 5100 Fax:

(02) 4396 5101

Email: Website: smt@dbb.catholic.edu.au www.smtdbb.catholic.edu.au



#### 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.

St Mary's Toukley is committed to supporting students' health and wellbeing. We require parents / carers providing 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).

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.

For any enquiries, please contact the school office on telephone the school on 4396 5100.

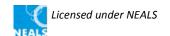
### **APPENDIX 4**



## REQUEST TO ADMINISTER MEDICATION IN SCHOOL

Insert student photo

<b>Note:</b> If your child is to take more than one prescribed medication, <b>please attach a separate</b> request for each medication.		
SCHOOL NAME and ADDRESS:		
STUDENT NAME:Gender:		
DATE OF BIRTH / / YEAR LEVEL:		
To be completed by the Prescribing Health Practitioner with the Parent / Carer and returned to the SCHOOL.		
Please identify the medication (prescribed or 'over the counter') that the student requires during school hours including any emergency medication.		
Name of prescribed medication:		
Dosage (e.g. 5 mg) and Route of administration (e.g. oral, by injection)		
Time to be given:		
Special instructions for administering the prescribed or 'over the counter' medication (e.g. must be taken with food or with a glass of water)		
Prescribed for (name of medical condition):		
Special medication storage instructions (if any e.g. store in refrigerator):		
Are there any likely side effects from this medication? No Yes		
Describe the side effects:		
Parent / Carer to complete  If your child administers his or her own medication at home, do you request that he or she self -administers this medication at school? N/A No Yes		
Please describe what support your child needs to administer the medication in a non - emergency situation at school. You may like to include information about how you support your child at home to administer their medication.		
Note: the Principal needs to approve a decision for a student to self -administer.		



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### REQUEST TO ADMINISTER MEDICATION IN SCHOOL

request that school starr adn	ninister the necessary medication to this student,
Name:	DOB:
necessary information to adm responsibility (parent / carer) medication and inform the Pri	above information provides the school with the complete and inister the medication. I also understand and agree that it is my to provide the school with the <i>prescribed or 'over the counter'</i> ncipal of any changes involving the administration of the vriting as specified in the 'Medication Policy' for Diocesan
Parent / Carer – PRINT NAM	IE:
Address:	
Home phone:	Work phone:
Mobile phone:	Email:
Parent Signature:	Date:
Prescribing Health Practitio	ner – PRINT NAME:
Practice address:	
Phone:	Email :
Qualifications:	
Apply practice stamp here:	
Prescribing Health Practitio	oner Signature:
Phone:Date	¢
This authorisation applies f	or the period Term to Term Year:
NOTE: For school staff to adn	ninister any medication including 'over the counter medication',

NOTE: For school staff to administer any medication including 'over the counter medication', authorisation is required from a Prescribing Health Practitioner.

This form will not be accepted by school staff unless it has been completed, signed and stamped by the Prescribing Health Practitioner.

**Privacy notice**: The information requested on this form is essential for assisting the school to plan for the support of your child's health needs. It will be used by the school for the development of arrangements with you to support your child's health needs. Provision of this information is voluntary. If you do not provide all or any of this information, the school's capacity to support your child's health needs could be impaired. This information will be stored securely. You may correct any personal information provided at any time by contacting the Principal.

Office Only: When this course of medication concludes, please retain this form in the student's school file.

