Dear Parents/Caregivers

Please be advised that Education Queensland requires all schools to apply the following guidelines in administering medication to students.

When a student is to receive medication at school or when involved in school-approved activities, the following guidelines approved by the Director-General of Education MUST be observed as per EOG 88.17.03.

1. Should medication prescribed by the student’s medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/legal guardian must, in the first instance, make a written request to the principal of the school or complete a medication form (available from the office).

2. A teacher or other adult person on the school staff authorised by the principal to give medication to a student, may accept responsibility to give medication to a student while at a school or while involved in school-approved activities, following such written request from a parent/legal guardian.

3. Where a teacher or other adult person on the school staff authorised by the principal to give medication to a student, is to administer medication, the instruction provided should be written on the medication container by the pharmacist at the medical practitioner’s direction. The teacher or other authorised person should NOT accept the instructions solely of the parent/legal guardian. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered.

4. At NO time should any medication provided for one student be administered to another student. (This also applies to siblings)

5. At all times, medication must be kept in a secure place, (one exception, in selected cases, is that of inhaler therapy for asthma. On written permission from a parent/legal guardian, and with the approval of the school principal, the student may be responsible for the inhaler).

6. All unused medication is to be returned to the parent/legal guardian of the student.

7. Non-prescribed oral medications (such as analgesics ie. Panadol etc. and over-the-counter medications) will not be administered by teachers or other persons on the school staff without written advice from a medical practitioner.

If you require any further information or clarification, please feel free to contact the School Administration on 46368333.