

# **Consent to administer medication**

# PLEASE NOTE:

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging.

Examples of medical authorisation include:

- a pharmacy label with both the student's and doctor's name on it;
- a signed letter from a doctor;
- a medication order from a dentist;
- an Action Plan signed by a doctor or nurse practitioner.

See below for examples of health conditions, medications and associated documentation:

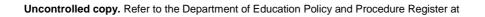
Health condition/ reason for medication	Example of medication	Documentation completed by doctor or other prescribing health practitioner
Asthma	Asthma puffer	Asthma action plan
Anaphylaxis	EpiPen	ASCIA Anaphylaxis Action Plan
Diabetes	Insulin injection, insulin pump	Department of Education <i>Medication order to administer</i> <i>'as-needed' medication at school</i> or medication order or <i>diabetes management plan</i> or other written instructions from prescribing health practitioner
Other types of emergency medication e.g. for seizures	Midazolam	Department of Education Medication order to administer 'as-needed' medication at school
Medication required 'as needed' for minor or non- emergency symptoms	Ointment for skin allergies, antihistamines	Department of Education Medication order to administer 'as-needed' medication at school
Changes to dosage (e.g. from $\frac{1}{2}$ to 1 tablet)	Ritalin	Written instructions from prescribing health practitioner (e.g. doctor)

## 1. To request that the school administer medication to a student

- 1) Complete Section A (page 2).
- 2) Provide the school with the medication in the original container with intact packaging.
- 3) Provide the written medical authorisation (e.g. completed pharmacy label, medication order, action plan) completed and signed by the prescribing health practitioner.
- 4) Make an appointment with the principal/delegate if:
  - the student requires medication as an emergency response;
  - you would like the student to self-administer their medication;
  - the student has complex health support needs or requires other support strategies; or
  - you have any concerns about the student's health which may affect their schooling.

## 2. To request a student self-administer their medication

1) Complete Section A (page 2) and Section B (page 3).





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#### Privacy Statement

The Department of Education (DoE) is collecting this personal information for the purpose of enabling school staff to administer medication to the nominated student, or to support a student to self-administer their medication while at school or during school-related activities. This information will only be accessed by authorised departmental employees. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless DoE has been given permission or is required or authorised by law to disclose the information.

### Section A: Complete the details below:

**NOTE:** This form only collects information for one (1) medication. If more than one medication is required, please complete a separate form for each medication.

Student name	Date of birth	
Parent/carer name	Phone number	

- I consent to the following medication being administered (as per the instructions on the pharmacy label and/or any additional written instructions) to the student named above during school or school-related activities.
- I authorise school staff to contact the prescribing health practitioner or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication to this student.

## Name of medication

#### I confirm that the medication provided to the school (as listed above):

□ is medically authorised (*e.g. has been prescribed by a doctor, dentist, optometrist or nurse practitioner*) □ is in the original dispensed container with intact packaging

□ has the student's and doctor's names on the pharmacy label (if there is no other written evidence of medical authorisation)

 $\Box$  is current/in-date (The expiry date of the medication is \_ / \_ / \_ / \_ \_ ).

The medication is requir	ed:	If <b>Yes</b> to any questions, complete the following:			
(a) routinely (e.g. 11am every day)	□ No □ Yes⇒	Administer at: am/pm on the following days: <i>(circle the day/s required)</i> Monday Tuesday Wednesday Thursday Friday			
(b) for a short time only (e.g. only for 2 weeks)	□ No □ Yes⇔	Start date:// End date://			
(c) to manage a health condition by following a current action plan or health plan	□ No □ Yes⇔	Is the medication for: □ asthma □ anaphylaxis □ diabetes □ epilepsy □ cystic fibrosis □ other <i>(describe)</i>			
(d) 'as needed' to treat minor or non-emergency symptoms	□ No □ Yes⇔	I understand that before the school administers this medication, if they are not aware of when this medication was most recently given to this student, I will be contacted to provide this information.			
Has this student previously shown any side effects after taking this medication? Yes No				No 🗆	
If <b>Yes</b> , describe:					
Parent/carer/student signature			Date		
If the student is to self-administer this medication, also complete <b>Section B</b> <b>NOTE:</b> Controlled drugs cannot be self-administered.					



Section B: Details for student self-administration of medication:						
In all cases and at any time, the principal/delegate may disallow student self-administration for health and/or safety reasons.						
Student name				Date of b	irth	
<ul> <li>I confirm that the student is confident, competent and can safely administer the right dose of their own medication at the right times.</li> </ul>						
I confirm that th	e student can sto	re their i	medication securely.			
• I authorise school staff to contact the prescribing health practitioner, health team or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication by this student.						
Health condition						
Asthma - second students only	ary school	<ul> <li>I approve for the student to self-administer their asthma medication.</li> <li>NOTE: The school will need a copy of the student's Asthma Action Plan if it varies from the standard asthma first aid response</li> </ul>				
Health condition	Health condition         I seek approval from the principal/delegate for the student to self-administration				ident to self-administer:	
Asthma		□ their asthma medication (following a current action plan/health plan)				
Anaphylaxis		□ their adrenaline auto-injector (following a current action plan/health plan)				
Diabetes		□ their medication (following a current health plan)				
Cystic fibrosis		□ their medication (following a current health plan)				
□ Other		□ their medication (following a current health plan)				
Parent/carer/student signature				Date		

https://ppr.ged.gld.gov.au/pp/administration-of-medications-in-schools-procedure to ensure you have the

