

WHAT TO DO IF YOUR CHILD NEEDS TO TAKE MEDICATION DURING SCHOOL HOURS WHILE AT KENMORE SOUTH STATE SCHOOL

STEP 1. DECIDE WHICH OF THE FOLLOWING MEDICATION TYPES YOUR CHILD'S MEDICATION FALLS INTO.

STEP 2. FOLLOW THE FLOW CHART TO DETERMINE THE COURSE OF ACTION APPLICABLE TO THAT MEDICATION.

STEP 3: FILL IN ALL NECESSARY PAPERWORK; BRING THIS, WITH MEDICATION TO THE SCHOOL OFFICE: **NOT TO YOUR CHILD'S CLASS**

FLOW CHART

PRESCRIPTION MEDICATION

PRESCRIBED BY THE DR, DENTIST OR OPTOMETRIST that isn't attached to an emergency health plan

These medications are labelled by the pharmacist. The label should have the child's name, medication type, dosage and time and includes the prescribing **Doctors name.**

Long term prescription medication: E.g. Ritalin given daily throughout the year

Download the **REQUEST to ADMINISTER MEDICATION forms** and have your child's GP or Medical Specialist complete and sign.

The form must have your child's name, medication, dosage and administering time and be signed by both the parent and the prescribing Doctor. The medication **MUST** be supplied to the office in its original container with pharmacist label containing the information above including the Doctor's name.

Short term prescription medication: e.g. antibiotics given for up to 10 days

Download the **REQUEST TO ADMINISTER MEDICATION forms** from the school website or provide a letter requesting the administering of medication. Both should contain your child's name, medication, dosage and administering time and be signed by the parent. The medication **MUST** be supplied to the office in its original container with pharmacist label containing the information above including the Doctor's name

MEDICATIONS THAT HAVE AN EMERGENCY HEALTH PLAN:

THESE ARE WRITTEN and prescribed BY A GP OR MEDICAL SPECIALIST:

E.g. An anaphylaxis, asthma or other medical health plan (e.g. epilepsy or diabetes)

These plans are current for 12 to 18mths depending on CONDITION. They **MUST** contain student's name, medication/s, symptoms of medical conditions, DR's details and signature and details of how to administer emergency medication

Please supply the school office with the original emergency plan and medication. Epipens should be supplied with a case to keep them at room temperature. If your child is keeping the medication with them for e.g. Ventolin please also provide a letter from your child's Doctor that states that they can self-administer their Ventolin

Medications that can be purchased without a prescription.

These could include: Ventolin (without an action plan), Panadol, antihistamines (without an allergy action plan), creams and vitamins.

Download before your Doctor's appointment the **REQUEST TO ADMINISTER MEDICATION forms** from the school website. Both the parent section and Doctor section **MUST** be filled in (stating child's name, medication, time and dosage) and be signed by both the parent and **Doctor**

Provide this form and the medication in its original container with a pharmacist label which includes your child's name, dosage required and time to administer.