



SHERWOOD STATE SCHOOL

Phone: (07)3716 2111

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Cnr Sherwood & Oxley Roads

Sherwood Qld 4075

PO Box 19, Sherwood Qld 4075

Dear Parents or Carers,

Our records indicate that your child _____ in class _____

- Has a medical condition that requires them to have a Health Plan
- Requires regular administration of medication whilst they are at school

If your child does have a medical condition (e.g. allergies) but requires NO medication or medical management at school, please indicate this by filling out the slip attached ('Current Medical Condition with NO School Medication/Management'). This will indicate that you want your child's medical condition recorded on OneSchool for our records but the school will NOT require a Medical Health Plan or medication held at school to be administered (i.e. the school WILL NOT manage your child's medical condition).

➤ **Medical Health Plan**

- This health plan needs a doctor's instruction and signature
- It must clearly state any medical processes and medication dosage required
- All emergency contact details should be listed and include a recent photo of your child
- If the child's medical condition is so severe that medication needs to be kept on their person or in their bag, doctors instruction to do so **MUST** be included on the medical health plan

➤ **Administration of Medication Form**

- Parents/carers need to fill in section 1 of this document
- This document should be filled out for each individual medication the child requires (e.g. If your child has Asthma & Anaphylaxis you will need 1 form for the child's Ventolin puffer and 1 for the child's Epipen)

Please note - you will need to complete this new documentation ASAP if -

- Your child requires OCCASIONAL medications (e.g. Panadol, Nurofen, creams/lotions)
- Your child requires RECURRING daily medication to be administered at school by school staff (e.g. Ritalin 10)
- Your child has a medical plan from a doctor outlining the medical processes and medication specific to their medical needs and medical condition (e.g. asthma, allergies, anaphylaxis, diabetes, epilepsy)

If your child does fall into one of these above categories, you will need to complete the 'Medical Checklist' attached in order to assist us with the medical update of all students requiring medication or health management for 2019.

There will be a medical station set up for parents to drop off all updated documents and medications on the first day of Term 1 in 2019 (Tuesday 29th January) [located at the base of the Admin building].

THIS MUST BE DONE BY A PARENT/CARER - MEDICATION WILL NOT BE ACCEPTED FROM A CHILD.

Principal: Amanda Hawkswell e ahawk19@eq.edu.au

Deputy Principals: Mrs Eliza Borsht e ewilk66@eq.edu.au

Mr Adam Farinazzo e afari1@eq.edu.au

RE: 2019 Update of Medication Storage, Procedures & Protocols

Education Queensland has updated the documentation required in order for school personnel to administer medications. To ensure SSS implements the use of these current documents, we require ALL parents of students requiring any medication to be administered by school staff (including over the counter medications) to complete this new documentation if this has not been done already.

The following requirements relate to all medication i.e. prescription and over the counter medication:

1. all medication must be provided in its original container.
2. all medication must have a pharmacy label with your child's name and the prescribing medical practitioner's name.
3. if a label does not contain the name of a medical practitioner - a written authority from the medical practitioner specifying your child's name, the name of the medication and the required dosage is acceptable.
4. the attached *Administration of Medication at School* record sheet (Section 1) must be completed by the parent and provided with the medication.

Only medication supplied meeting the above requirements will be administered by the school. This is a legal requirement set out in the Department of Education and Training *Guidelines for the Administration of Medications in Schools*.

Updated Procedures and Protocols: Storage and Administration of Medication

Please read the table attached below for updated protocols around the storage of medication and the administration of medication so you are fully aware of our expectations and procedures.

1. For students with Medical Health Plans - the EQ health nurses have advised us that it is best practice for these health plans to be updated by your medical practitioner annually - this may mean your GP provides us with the same documentation - but with a current date and signature for the year we are in.
2. EQ policy states, only staff trained in the specific administration of medication may administer (*please note this is a voluntary option for staff*) that medication if a student is unable to self-administer their medication. This includes the administration of;
 - Asthma medication
 - Allergy medication
 - Midazolam (epilepsy)
 - Diabetes medication
 - Epipens (anaphylaxis)

Self-Administering Medication (students with Asthma)

EQ policy states that (for students with asthma):

- if students are unable to 'self-administer' medication then the medication needs to be stored in our health room and administered by trained staff from this health room
- After discussion with the EQ nurses, we would consider students in Prep to year 3 as unable to self-administer medication – unless an adjustment is made after consultation between the parents and the principal, or unless the *Medical Health Plan* deems their condition so severe they require medication to be in close proximity at all times.

In order for a child who suffers from asthma to be able to self-administer medication at school, the consent form attached must be completed and returned to the school office. This letter of consent will give authorisation for your child to keep their emergency asthma medication (puffers and spacers) on their person or in their bag.

PLEASE NOTE: By parents giving consent for the child to self-administer, the school is no longer responsible for the storage of medication, the recording of time and dosage of medication administered and the explicit monitoring of the child administering medication. Trained staff will perform emergency asthma first aid if the child were to require extra assistance in the case of an asthma attack and became unable to self-administer medication.

CHANGE TO PROCESS: Administration of SCHOOL Puffers and Epipens In 2019

From 2019, there will no longer be a consent letter included in enrolment forms outlining parental permission for students to use Asthma puffers or Epipens in the case of an emergency.

- If your child has Asthma/Anaphylaxis and this information is recorded on OneSchool as a current condition, the school will administer the school puffer/Epipen in the case of an emergency (if required) and make contact with parents/carers ASAP to advise of this.
- If your child does not have Asthma or Anaphylaxis currently listed as a medical condition, parental consent will be sort out before administering any medication.
- If this parental consent cannot be obtained in a timely manner, normal medical procedures will be followed and further action will be taken if deemed necessary.

If you have any questions or concerns about the management procedures for your child's medical condition please contact our school on 3716 2111 or via the emails listed below.

Thanks,

Amanda Hawkswell

Principal

Principal: Amanda Hawkswell e ahawk19@eq.edu.au

Deputy Principals: Mrs Eliza Borsht e ewilk66@eq.edu.au

Mr Adam Farinazzo e afari1@eq.edu.au

Attachment: Updated protocols around the storage of medication and the administration of medication

The Administration of Medication Protocols and Procedures

<p style="text-align: center;">ASTHMA Management</p> <p style="text-align: center;"><i>Administration of Medication at School record documentation required</i> <i>ONLY for students UNABLE to 'self-administer' medication</i></p>	<p><i>Students able to SELF-ADMINISTER their medications</i></p> <p>We define 'self-administration' as;</p> <ul style="list-style-type: none"> ▪ The ability to understand and acknowledge symptoms requiring medication ▪ The ability to understand and administer the correct dose of their medication independently and without adult support ▪ The ability to be able to independently carry/store their required medication in case of a personal medical emergency <p>Where a child can 'self-administer' -</p> <ul style="list-style-type: none"> ▪ Medical Health Plan displayed in classroom and health room ▪ Medication carried on the student or in their bag ▪ No adult supervision or record of administration of medication is required ▪ <u>Parents</u>, not the school, are responsible for ensuring all medical equipment and medicines required are provided, correctly labelled and kept within the date of expiry 	<p><i>Students UNABLE to SELF-ADMINISTER their medications</i></p> <p><u>(Prep to year 3 students - unless there has been agreement for alteration via principal and parent consultation)</u></p> <ul style="list-style-type: none"> ▪ <u>ALL</u> Asthma medications (including occasional medications) for students UNABLE to 'self-administer' medication <u>MUST</u> be stored in our health room along with each child's current Administration of Medication at School record and current Medical Health Plan ▪ Medical Health Plan displayed in child's classroom ▪ These students are flagged in 'medical conditions' log book in all duty folders ▪ Only staff trained in the administration of asthma medications MAY administer medications for those students unable to self-administer ▪ Medication must be transported with them on excursions - and is the responsibility of a nominated adult ▪ <u>Parents</u>, not the school, are responsible for ensuring all medical equipment and medicines required are provided, correctly labelled and kept within the date of expiry
<p style="text-align: center;">EPILEPSY Management</p> <p style="text-align: center;"><i>Administration of Medication at School record documentation required</i></p>	<p><i>Students UNABLE to SELF-ADMINISTER their medications</i></p> <ul style="list-style-type: none"> ▪ ALL Epilepsy medications <u>MUST</u> be stored in our health room along with their current Administration of Medication at School record and their current Medical Health Plan ▪ <i>Where Medical Health Plan deems it necessary - another medication kit is kept with the student under the supervision of staff - and travels with the child when not in their classroom</i> ▪ <u>ONLY</u> staff trained in the administration of Epilepsy medications administer medications for those students in an emergency - according to the training register and Medical Health Plan ▪ These students are flagged in 'medical conditions' log book in all duty folders ▪ Medication must be transported with them on excursions - and is the responsibility of a nominated adult ▪ <u>Parents</u>, not the school, are responsible for ensuring all medical equipment and medicines required are provided (correctly labelled and kept within the date of expiry). 	

<p style="text-align: center;">DIABETES Management Administration of Medication at School record documentation <u>required</u></p>	<ul style="list-style-type: none"> ▪ <i>A medication kit is kept with the student under the supervision of staff – and travels with the child when not in their classroom</i> ▪ <i>A second diabetes kit for each child <u>MUST</u> be stored in our health room along with their current Administration of Medication at School record and their current Medical Health Plan</i> ▪ <i><u>ONLY</u> staff with <u>DIABETES</u> training will check BGL levels or administer medications for those students in an emergency – according to the training register and Medical Health Plan. BGL testing is completed by only a trained staff member</i> ▪ <i>If the diabetic child is old enough and capable of doing so an adjustment may be made after consultation between the parents and the principal for the child to complete their own testing and self-administer medication</i> ▪ <i>Emergency sugar/snack will be labelled and placed in all duty folders – and administered in consultation with trained staff</i> ▪ <i><u>Parents</u>, not the school, are responsible for ensuring all medical equipment and medicines required are provided, correctly labelled and kept within the date of expiry</i> ▪ <i><u>Parents</u>, not the school, are responsible for maintaining snacks at school, when diabetic child may be experiencing a 'low'</i> ▪ <i><u>Parents</u> must inform school of any changes to the child's condition and/or medication dosage</i>
<p style="text-align: center;">ALLERGY/ANAPHYLAXIS Management Administration of Medication at School record documentation <u>required</u></p>	<p><i>Students UNABLE to SELF-ADMINISTER their medications</i></p> <ul style="list-style-type: none"> ▪ <i>ALL Allergy medications, including EPIPENS <u>MUST</u> be stored in our health room along with their current Administration of Medication at School record and their current Medical Health Plan</i> ▪ <i><u>ONLY</u> staff trained in the administration of an EPIPEN may administer these in an emergency – according to the training register and Medical Health Plan</i> ▪ <i>These students with Medical Health Plans are flagged in '<u>medical conditions</u>' log book in all duty folders</i> ▪ <i>Other allergy medications may be administered by health room staff in accordance with their Administration of medication at school record documentation and their Medical Health Plan</i> ▪ <i>Where Medical Health Plan deems it necessary – another medication kit is kept with the student under the supervision of staff – and travels with the child when not in their classroom</i> ▪ <i>Medication must be transported with them on excursion – and is the responsibility of a nominated adult</i> ▪ <i><u>Parents</u>, not the school, are responsible for ensuring all medical equipment and medicines required are provided (correctly labelled and kept within the date of expiry).</i>
<p style="text-align: center;">RECURRING Daily Medication Administration of Medication at School record <u>required</u></p>	<p><i>Students UNABLE to SELF-ADMINISTER their medications</i></p> <ul style="list-style-type: none"> ▪ <i>ALL <u>RECURRING</u> daily medication, such as medication for ADHD or ADD, <u>MUST</u> be stored in our health room along with their current Administration of Medication at School record and their current Medical Health Plan</i> ▪ <i>Medications may be administered by health room staff in accordance with their Administration of medication at school record documentation and their Medical Health Plan</i> ▪ <i>PLEASE NOTE: If the child requires regular medication that requires half/quarter quantities to be administered, the tablets <u>MUST</u> be left whole and the school needs to be supplied with a pill cutter</i> ▪ <i><u>Parents</u>, not the school, are responsible for ensuring all medical equipment and medicines required are provided (correctly labelled and kept within the date of expiry).</i>

Principal: Amanda Hawkswell e ahawk19@eq.edu.au

Deputy Principals: Mrs Eliza Borsht e ewilk66@eq.edu.au

Mr Adam Farinazzo e afari1@eq.edu.au

OCCASIONAL Medication
*Administration of
Medication at School record
required*

Students UNABLE to SELF-ADMINISTER their medications

- *ALL OCCASIONAL medication, such as medication for colds & flu or pain relief, MUST be stored in our health room along with their current *Administration of Medication at School record**
- *Medications may be administered by health room staff in accordance with their *Administration of Medication at School record* documentation*
- *ALL OCCASIONAL medication requires a label that includes the doctor's name - NOT just a pharmacy label*
- *Parents, not the school, are responsible for ensuring all medical equipment and medicines required are provided, correctly labelled and kept within the date of expiry*

Please return this slip to the school office ASAP.

Current Medical Condition with NO School Medication/Management

My child _____ in class _____ has a current medical condition: _____

- I want my child's medical condition recorded on OneSchool for the schools records*
- My child DOES NOT require any medication to be kept at school (e.g. managed from home)*
- My child DOES NOT require a Medical Health Plan to be kept at school (e.g. managed from home)*
- I understand that the school will NOT be managing my child's medical condition and that this will be done at home (except in emergency situations)*
- I will advise the school if these circumstances change and bring in all relevant documents and medications if required*

Parent/Carer Name: _____ (Please Print)

Parent/Carer's Signature: _____ Date: ____/____/____

2019 Self-Administering Consent Form (Years 3-6)

Dear Parent/Carer

After discussion with the EQ nurses, we would consider students in Prep to year 3 as unable to self-administer medication - unless an adjustment is made after consultation between the parents and the principal, or unless the Medical Health Plan deems their condition so severe they require medication to be in close proximity at all times.

We define 'self-administration' as;

- The ability to understand and acknowledge symptoms requiring medication
- The ability to understand and administer the correct dose of their medication independently and without adult support
- The ability to be able to independently carry/store their required medication in case of a personal medical emergency

Where a child can 'self-administer' -

- Medical Health Plan displayed in classroom and health room
- Medication carried on the student or in their bag
- No adult supervision or record of administration of medication is required
- Parents, not the school, are responsible for ensuring all medical equipment and medicines required are provided, correctly labelled and kept within the date of expiry

PLEASE NOTE: Trained staff will perform emergency asthma first aid if the child were to require extra assistance in the case of an asthma attack and became unable to self-administer medication.

Amanda HAWKSWELL,

Principal

Please return this slip to the school office ASAP.

Self-Administering Consent 2019

- I have read all of the information contained in this consent form in relation to self-administering medication and accept that my child will be responsible for managing his/her medical condition
- I understand it will be my (parent) responsibility to manage and keep medication up to date for the child
- I _____ give permission for my child _____ in class _____ to self-administer their asthma medication in 2019.

Parent/Carer Name: _____ (Please Print)

Parent/Carer's Signature: _____ Date: ____/____/____

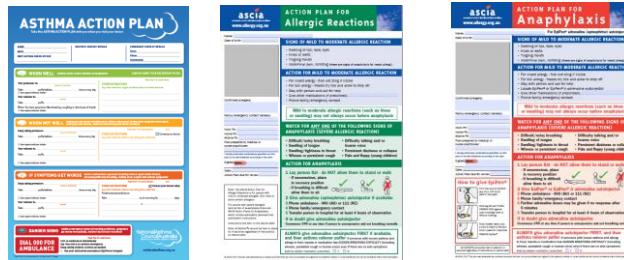
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Medical Checklist for Parents

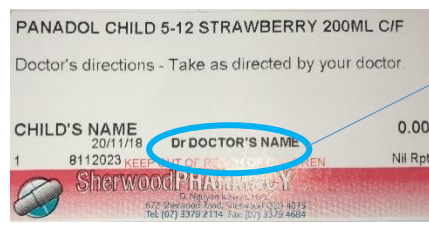
- ❑ My child has a medical condition that requires occasional, recurring or emergency medication (complete following items on checklist)
- ❑ I have made the school aware of my child's medical condition so information can be uploaded to OneSchool
- ❑ I have got a CURRENT 'Medical Health Plan' completed by my child's doctor **IF APPLICABLE** and have provided a copy to the school office
 - Completed annually (EQ recommendation)
 - **MUST** be printed in colour (available electronically on school website or pick up from office)
 - Dr stamp/signature, date, current photo & medication dosage included
 - If medical condition is SEVERE - doctor recommendation to keep medication on child included (if applicable)



- ❑ I have filled out the 'Administration of Medication at School record' (Section 1) and provided this to the school office

- DOES NOT require Doctor signature (parent complete)
- **1 form per medication required by child** (e.g. If your child has Asthma & Anaphylaxis you will need 1 form for the child's Ventolin puffer and 1 for the child's EpiPen)

- ❑ I have provided the office with all relevant medication pertaining to my child's medical condition
 - The medication is in its original packaging
 - It has a pharmacy label on it (including the child's name & the prescribing doctors name)



EQ policy specifies that ALL medication (including over the counter Panadol) **MUST** include a doctor's name. **This requires a script** from the doctor to do so.

- ❑ I have filled out the 'Self-Administering Consent 2019' form for students with Asthma (above) and returned this to the school office **IF APPLICABLE**
- ❑ I have filled out the 'Current Medical Condition with NO School Medication/Management' Consent form (above) and returned this to the school office **IF APPLICABLE**