



DISPENSING MEDICATION AT SCHOOL

Information for parents/carers at Clontarf Beach State High School

Classifications of medication that this fact sheet applies to:

- ▶ routine medication - taken at a regular time each day i.e. antibiotics/Ritalin; and
- ▶ over-the-counter medication (OTC) - taken "as-needed" i.e. paracetamol.

For further enquiries regarding your child's medication requirements for school, consent forms, emergency medications and health plans, please contact the Front Office, phone 07 3480 4777.

Original container and intact packaging

Medication should always be supplied to the school in its original container with the internal packaging intact i.e. sealed foil strip or in a blister pack.

Easy medication packaging

Blister packs (also known as Dose Administration Aid (DAA), bubble packs, sachets)

The only time that medication may not be supplied to the school in its original container is when a pharmacist has packed the tablets/capsules into a blister pack.

Having medication packaged in a blister pack can assist schools to easily store and safely administer medication, and enables parents/carers to only provide the school with the medication required to be administered there. A blister pack reduces the risk of loss or theft by eliminating the need for parents/carers and the school to count out loose tablets from bottles.

When packaging is not intact

Special permission must be sought by the parent/carer if they are supplying medication that is in a container that is not intact. Please contact Mrs Thirgood, Head of Special Education Services.

Time of dosage

The medication service will be open between:

Before school: 8:10am -8:15am
First Lunch: 10:55am-11:35am
Second Lunch: 12:45pm-1:15pm

The times for dosage on the label of the container and the parent/carer "Consent to Administer Medication" form *must* match.

Changes in Time: The school requires a letter from the health practitioner stating the new time or it can be shown on a new container with the health practitioners name (note: This does not include the pharmacist's name).

Medication safety at school

There are some things you can do to help:

- ▶ only provide medication that has been medically authorised;
- ▶ check that the medication hasn't expired.
- ▶ provide medication in the pharmacy packaging;
- ▶ parents/carers are to hand medication to the school in person;
- ▶ collect unused medication in person. If medication is not collected, the school will dispose of same at a pharmacy and provide notification; and
- ▶ provide a pill-cutter if tablets need to be halved or quartered, or arrange for the pharmacist to package the medication using a blister pack.

Please note:

- ▶ Medications are not to be given to students to bring to school to hand in or to administer themselves.
- ▶ Parents/carers must ensure all consent forms are completed (see website for Consent forms or contact administration, phone 3480-4777).

Dispensing pharmacy

Most pharmacies that dispense the script can put the medication into a blister pack if requested.

Ask the pharmacist if they offer this service – Some pharmacies will also deliver medication to school free of charge.

Please note: The pharmacy will be unable to put the medication into a blister pack if they weren't the dispensing pharmacy of the script.

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