

# Administration of Medication at School - Emergency

## Privacy Statement

MOB Academy is collecting this personal information for the purpose of enabling school staff to administer the necessary medication to your child while at school or during school related activities. This information will only be accessed by authorised school staff. 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 you have given MOB Academy permission or if MOB Academy is required or authorised by law to disclose the information.

This form is a record of a parent/guardian's request for the school to administer prescribed emergency medication to their child. It is also designed to record the administration of this medication to a student during school hours or school-related activities. For students who require more than one medication, a separate form will need to be completed for each additional medication. More rows may be added to Section 2 if required.

Note: If the student's dosage of medication changes (e.g. 20mg to 30mg), complete a new *Administration of Medication at School – Emergency Record*.

Note: This form is NOT designed to record the administration of a school's first aid emergency medication to a student with no previous diagnosis. In these instances, schools should follow the recording requirements of the First Aid Procedure.

## Procedure:

### **On receipt of a student's emergency medication from their parent/guardian, confirm that:**

- The parent/guardian has completed Section 1 of the Administration of Medication at School – Emergency Record.
- The parent/guardian has provided the student's Action Plan (e.g. ASCIA Anaphylaxis Action Plan, Asthma Action Plan).
- The medication container has a valid pharmacy label which includes the name of the prescribing health practitioner to confirm that it is prescription medication.
- The pharmacy label instructions match Section 1 of the Administration of Medication at School – Emergency Record.

### **During administration:**

- Follow the instructions on the student's relevant health plan (e.g. Emergency Health Plan, Asthma Action Plan, ASCIA Anaphylaxis Action Plan).

### **After administration:**

- Complete Section 2 of the Administration of Medication at School - Emergency Record.
- Contact the parent/guardian to advise them that the emergency medication has been administered and the actions taken to support the student.

# Administration of Medication at School – Emergency Record

<b>Section 1 – Details of emergency medication which may be required to be administered by school staff (Parent/Carer to Complete)</b>						Picture of student
Student Name:				Date of Birth:		
Parent/Guardian Name:				Contact Number:		
<i>I hereby request that school staff administer the following emergency medication to my child if required during school or school-related activities as specified in this section.</i>						
Name of medication		Dosage (e.g. 1 tablet)	Strength (e.g. 10mg)	Route (e.g. oral)		
Indications for use (e.g. instructions for when and how this medication is to be administered).						
Additional information:						
Parent/Guardian signature:				Date:		
<b>Section 2 – Record of administration of a student's prescribed emergency medication (School use only)</b>						
Date	Time	Dosage given	Emergency services contacted	Outcome	Signature of person who administered	Signature of witness
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Parent/Guardian has collected unused medication that is no longer required to be administered at school.