



Runcorn State School

Mains Road, Sunnybank, Qld 4109

Telephone: 3323 8777

Facsimile: 3323 8700

email: principal@runcornss.eq.edu.au

Web address: runcornss.qld.edu.au

Postal Address:

PO Box 3185, Sunnybank South, Q 4109

Principal: Michelle D'Netto
Deputy Principal: Roberta Matlock

Sketch of original school
building by Alan Lindsay

Administering Medication in Queensland State Schools

Sketch of original school
building by Alan Lindsay

Dear Parents and Carers,

If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child's requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container (or blister pack)
- has an attached pharmacy label.

Office staff will ask you to complete and sign Section 1 of the *Administration of medication at school record sheet*.

N.B. If your child requires more than one medication, you will need to complete a form for each medication.

If your child is Anaphylactic or Asthmatic, please contact the office to discuss.

Providing medication to the school

Before you provide the school with your child's medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your child's qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

School staff are bound by these regulations and we hope that all parents/carers will acknowledge and cooperate with these rules.

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you can't provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

When your child's medication is no longer required to be kept at school, please collect all unused medication.

Thank you for your assisting the school in keeping our students safe and healthy.

Yours sincerely,

Michelle D'Netto
Principal