



EVERTON PARK STATE HIGH SCHOOL MEDICATION POLICY

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools.

As set out in the Department of Education, Training & Employment policies, Everton Park State High School requires your consent to provide medication, as prescribed by your son/daughter's treating medical practitioner, to your son/daughter.

Information obtained by the school's office will be maintained in confidence and stored securely. However, client information held in confidence may be disclosed without your consent where authorised or required by law. This may include disclosure to a doctor or ambulance officer.

All parents/guardians must:

- notify the school in writing of any health condition requiring medication at school
- request in writing if school staff are to administer medication and/or assist in the management of a health condition
- notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- provide the medication in the original labelled container to the nominated staff member
- ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken
- notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- advise the school in writing and collect the medication when it is no longer required at school

Sick or Injured at School

If a student is feeling sick or is injured while at school, they are to inform the nearest staff member who will assess the seriousness of the situation and will either direct the student to the Sick Bay or contact the Administration Office to arrange for the First Aid Officer to attend to the student.

The First Aid Officer and/or Administration staff will determine if the student is to be treated and returned to class, should go home with their parent/guardian or requires further medical attention. **Students must not phone home themselves** – they must go through the Administration Office and be collected by a parent/guardian and sign out at the office.

First Aid

All cases of illness or injury are to be reported immediately to the Administration Office. Simple first aid is available at the Administration Office, however if treatment beyond simple first aid is required, the Ambulance Service will be called. Ambulance cover is now provided for all members of the school community through the State Government.

It is essential for the school to have current emergency contact numbers and requested procedures. If your details have changed, please inform the office in writing.