
Administering Medication at CCSC

The importance of duty of care has prompted the Central Coast Sports College, to initiate a policy of administering medication. Documentation is now mandatory. The following guidelines are given to parents regarding the administration of medication to children while at college or on a college related activity.

1. The medical practitioner who has treated your child must provide written authorisation and information for administering the medication prescribed.
2. The parent or legal guardian must fill out a written request for college staff to administer prescription medications.
3. The medication must be in a container labelled by a pharmacist showing the name of the drug, the 'use by' date, the name of the child's medical practitioner, the name of the child, the dosage and the frequency of administration.
4. In the case where it is necessary for the child to keep the medication in their possession (eg asthma puffers), the parent or guardian must include this instruction in their advice.
5. Oral medication such as analgesics and over-the-counter medication that have not been authorised by the child's parent or guardian must not be administered by teachers or other persons on the college staff.
6. Teachers or other volunteers must not give intravenous injections.
7. It is the responsibility of the teachers and staff of the college to ensure that an official register for the administration of medication to students is kept and that such medications are stored according to the policy.

Request to Administer Medication at CCSC

Student Name: _____ **DOB:** _____

Allergies: _____ **Year Level:** _____

Please list all medications that your child requires during college hours (or whilst on college based activities). Please also list medication administered at home and any emergency medications.

Name of Medication	Strength (eg 10mg)	Dosage (eg 1 tablet, liquid)	Time/s to be given at college	Time/s given at home

Other useful instructions or information:

Parent / Guardian Signature:

Print Name: _____ Date: _____

I hereby request that college staff administer the necessary medication to my child while at college. I agree to notify the college, in writing if there are any changes in the above medication.

Authorised Practitioner Signature: _____

Print Name: _____ Date: _____

Note: For college staff to administer over the counter medication, authorisation is required from a medical practitioner.

Please see overleaf

The following points are for security and safety purposes;

- The parent notifies the college in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in original pharmacy labelled container to the college. Ensure medication is not out of date and has original pharmacy label with student's name, dosage and time/s to be taken.
- Notify the college in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- The student has received a dose at home without ill effect.
- Advise the college in writing and collect the medication when it is no longer required at college.
- Where parents are working with a prescribing health practitioner to determine a dose for that day (e.g. insulin, Rivotril) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the college of the adjusted dose.
- This form will be reviewed annually or as the students is prescribed a change in medication.