



Marsden State School

Principal: Kevin Leathwaite
Deputy Principal: Chris Czulowski
Deputy Principal: Suzie Stathis
Deputy Principal: Kristine Sleeth

HOSES: Ian Edwards
Phone: 3489 9333
Fax: 3805 2020
Email: the.principal@marsdenss.eq.edu.au



Dear Parent/Caregiver,

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
- 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.

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 will acknowledge and cooperate with these rules.

If your child has asthma and requires assistance to administer their medication, it is important for you to provide the school with your child's emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child's medication.

We recognise that some students are capable of managing their asthma without adult assistance. If you are confident that your child can confidently, competently and safely self-administer their asthma medication, let the school administration know. The school will record your decision and will not require your child's Asthma Action Plan. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid.

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

Kevin Leathwaite

Principal