

Non-Emergency Medication

e.g. creams, ointments, Panadol, antihistamine (does not include antihistamine that is listed on an action plan)

Non-emergency medication is medication that is authorised to be administered to a student 'as needed' in response to certain symptoms and in accordance with a medication order or health plan or written instructions from a prescribing health practitioner. This medication may be administered as a non-emergency response to known symptoms (e.g. antihistamine for hay fever, ointment for eczema)

All medication held and administered at school needs to be deemed medically necessary by a medical practitioner.

Documentation required:

1. A completed [consent to administer medication form \(DOCX, 106KB\)](#) for each medication
2. Communication from a medical practitioner that the medication is medically necessary. This may take the form of:
 - a. A letter from your GP
 - b. *Medication order to administer 'as-needed' medication at school* (found on page 3 of [information for parents \(DOCX, 82KB\)](#)) completed by GP or other prescribing medical practitioner (not pharmacist).

Medication:

- Must be in its original packaging
- Must have a pharmacy label attached that matches the instructions from the doctor ("as directed" or "as needed" is not acceptable)

Guidelines:

- Set yourself a calendar reminder with sufficient time to replace medication prior to the expiry date. We must hold in-date medication at all times.
- Set yourself a calendar reminder to have the letter/documentation reviewed by medical practitioner as necessary.
- Expired medication needs to be collected from the Main Admin (B Block) or Student Services (N Block).
- If an antihistamine is listed on an action plan for emergency medication (anaphylaxis or allergy) you don't need to provide a separate letter from a medical practitioner.

Diagram 1: Pharmacy label check:

