## Long Term Routine Medication

e.g. Ritalin, dexamphetamine, methylphenidate

Long term routine medication is medication that is required routinely for long-term or ongoing management of a specific disorder (e.g. attention deficit hyperactivity disorder) or health condition (e.g. cystic fibrosis, epilepsy, diabetes).

Please be advised that Ritalin/methylphenidate or dexamphetamine are controlled substances and will require additional safety measures.

## Documentation required:

- 1. Diagnosis letter from medical practitioner
- 2. A completed consent to administer medication form (DOCX, 106KB) for each medication

## 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)
- If a ½ or ¼ tablet needs to be administered, please supply a named pill cutter

## Guidelines:

- Know how much medication you have given the school and set a calendar reminder for when you need to bring in more.
- Any changes to dose must be accompanied by a letter from the prescribing medical practitioner instructing the change (this over-rides the pharmacy label)
- Refills of medication must be brought to school in the original packaging with correct pharmacy label.
- Refills must be brought to school by an adult.

Diagram 1: Pharmacy label check: Checking the pharmacy label Schools can confirm that medication has been prescribed for a student by checking the following. Check that the name of the medication and Check that the name on the label is the student to whom it is to be administered dosage matches the written advice from parent/carer and health practitioner BRAND NAME OF MEDICATION <a href="#">Strength and quantity/volume of dispensed medication></a> <Directions for use including specific times when medication is to be taken> <NAME OF STUDENT> 101 1000 101 1000 101 101 10 <Date dispensed> <Name of prescribing health practitioner> REACH OF CHILDREN ist business details: IMPORTANT Check that a qualified health practitioner is listed on the label. If a qualified health practitioner is not listed on the label, medical authorisation will need to be confirmed with other written documentation from the health practitioner or by contacting the pharmacist. When there is no health practitioner name, it is likely that the medication has been purchased over the counter. To administer this medication, additional medical pathorization of a medication and the production of the produc authorisation (e.g. a medication order) will be required