

ADMINISTERING MEDICATION IN SCHOOLS - PROCEDURES

RATIONALE

It is recognised that children may require prescribed medication during the school day when it is not possible for the medication to be administered by parents.

If a child is on a course of antibiotics of morning, noon and night, we encourage parents to dose the child in the morning before school, when they get home after school and before they go to bed at night. This would not involve a midday dose at school.

PURPOSE

To administer medication as prescribed by a GP or specialist. (The first dose must not be given at school.)

GUIDELINES

That procedures are in place to ensure that children requiring medication during school hours have the appropriate level of supervision.

That medications are stored safely.

That records are kept of children's medication requirements.

That records be kept of medication administered and by whom.

Records are stored in an accessible place and according to our Privacy Policy and Health Information Act.

The school will contact parents in the event of medication being past its expiry date and needing renewal.

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All requests will be on the "Parent/Guardians Request for School to Administer Medication" form.

Instructions of the exact dose of medication must be provided by the parent/guardian to the school.

The medication is to be kept in a locked cabinet in the medical room, in a child-proof container or held in a secure place by the administration staff. At times medication will be kept in the refrigerator in the medical room.

All medication to be held on site will be signed in by administrative staff. Record of administering of any medications, including type, amount and time, will be kept. This will be cross checked and signed off by another administrative staff member on a weekly basis.

If any discrepancy in medication is found, the Principal will be informed. An investigation will then be completed.

Signed:



Robyn Garrett - BOT Chairperson

Date :23/06/2015



Craig Price - Principal

Review Date : 23/06/2018