

## ADMINISTRATION OF PRESCRIBED MEDICINES

### RATIONALE

The administration of any form of medication to students will follow clear procedures in order to protect staff and individual students.

### PURPOSE

- To ensure students receive prescribed medication in school hours where required.
- To ensure staff record all and any medication administered.
- To ensure medication is stored or locked away as appropriate.

### GUIDELINES

1. Students have a right to receive prescribed medication in school hours if this enables them to access education.
2. School staff will not administer prescription medication at school unless there is written permission from parents and the Principal agrees.
3. No non-prescription medication is to be sent to school. Staff will not administer these under any circumstances.
4. For long term medication, parents/caregivers will be required to complete an Administration of Medicines at School form (Appendix 1).
5. For short-term medication such as anti-biotics, it will be sufficient for the parent / caregiver to write a note requesting that the medication be given.
6. Staff will voluntarily administer medication. This will be recorded in the Administration of Medications register and initialled. Whenever possible this will be witnessed by another staff member.
7. Parents may choose to allow their child to self-medicate.
8. All medication will be kept secure in the first aid room or the fridge.
9. Parents of children who require on-going medication will receive a copy of the policy and procedure at the beginning of each school year.

### CONCLUSION

Students receiving medication at school will do so in a safe and carefully monitored manner.

**Approved**                                  **Board of Trustees Meeting**                                  \_\_\_ / \_\_\_ / \_\_\_

**Signature of Chairperson**         \_\_\_\_\_                                  \_\_\_ / \_\_\_ / \_\_\_

**Signature of Principal**                \_\_\_\_\_                                  \_\_\_ / \_\_\_ / \_\_\_