



PROCEDURE 5.1.1

ADMINISTERING ORAL MEDICATION

PRINCIPLE:

The principle of this procedure is to ensure that the school should only be requested to administer oral medication during the school day, when it is impossible for the Parent/caregiver to do so.

PROCEDURES:

1. If parents/caregivers require children to take medication at school, the Parent/caregiver should inform the Principal/Office giving the exact dosage, and fill in an Administering Medication Form.
2. All medication from a new prescription must have been administered while the child is under Parental/Caregiver supervision for a minimum of 24 hours before being administered at school.
3. All medication will be kept in a safe place - within the Administration area of the school in a childproof container. Unless otherwise approved by the Principal, no more than one week's supply is to be kept at school.
4. The Principal may delegate to any staff member who is willing, to accept the responsibility the administration of the medication. Should no staff member be willing the Principal will administer the medication. However the Principal will retain the right of refusal and in such cases the responsibility will default to the parent/caregiver.
5. In special cases, as approved by the Principal, a third party may administer medication. However, before administering medication, any third party must be able to provide written permission from the parent/caregiver, and the principal must determine the validity of this permission.
6. A written record of administration of the medication will be kept.
7. The names of children who require long-term, on-going medication will be kept in the office Medication folder which will record date/time of dosage given.
8. All staff members must sight this procedure before they agree to administer the prescribed medication.

Reviewed by: S. Mudgway

Date: May 2019