



MEDICATION POLICY

The administration of medicines to children is a parental responsibility. If it is necessary for medication to be administered during the school day, then parents should make arrangements for it to be given by themselves or by a representative.

School staff cannot be directed to give medicine.

It is our policy that parents can ask for help in the giving of medicine to their child if written instructions are received. Verbal instruction will not be accepted.

Prescription Medicine

The child's medicine will be in the original dispensed container and will have clearly marked on the label:-

- the child's name
- the name and strength of medicine dose
- length of treatment or stop date
- expiry date whenever possible

The medicine should have been dispensed within the last three months.

The school will only administer medicine if 4 doses, or more, are required within a 24hour period.

A permission letter will have to be signed by the parent.

At dinner time our Senior Mid-day Supervisor is prepared to administer medication if all the above requirements are complied with.

All medicines will be kept in the office, or refrigerator in the staffroom (if required). These medicines will be signed in and out on a daily basis by the parent/carer.

Non-Prescription Medicine

The school is able to administer some non-prescription medicine. A list is available from the school office to refer to.

A permission letter will have to be signed by the parent.

Children requiring inhalers will be allowed access to them at all times. Refer to Asthma Policy for details.

It is the parent's duty to collect the medicines from the school office.

Children will be encouraged to respect their medicines. By fostering such an attitude, problems with over use may be avoided.

~~November 2015~~

Updated November 2018