

ADMINISTRATION OF MEDICATION TO STUDENTS

There have been major changes to the requirements for administration of medication to students. The following extracts are from the School's adopted First Aid Policy and will be followed by staff.

It is important that medication be prescribed for administration during school hours only when this is absolutely necessary.

Non-prescribed oral medications (such as analgesics e.g. Panadol, and over-the-counter medications) will not be administered by teachers or other persons on the school staff except when on camps or excursions. In the case of camps and excursions, administration of medications is only to be made with written authority of the parent/legal guardian and subject to certain requirements.

Where agreement has been reached between the parent/legal guardian, the principal and a teacher or other adult person on the school staff authorised by the principal to give medication to a student, the following guidelines will be observed.

General

- a) Where oral medication prescribed by the student's medical practitioner is required to be administered while the student is at school or involved in school approved activities, a parent/legal guardian must, in the first instance, make a written request to the principal of the school (parent/legal guardian should fill in a Medical authority form).
- b) A teacher or other adult person on the school staff authorised by the principal to give medication to a student, may accept responsibility to give medication to a student while at school or while involved in a school approved activity following such written request from a parent/legal guardian.
- c) Where a teacher or other adult on the school staff authorised by the principal to give medication to a student is to administer medication, the instructions provided should be written on the medication container by the pharmacist at the medical practitioner's direction. The teacher or other authorised person will not accept the instructions solely of the parent/legal guardian. The instructions on the medication container need to indicate specific times at which medication is to be administered
- d) At no time will any medication provided for one student be administered to another student.
- e) At all times, medication will be kept in a secure place. (An exception may be made, in selected cases, with that of inhaler therapy for asthma. On written permission from a parent/legal guardian and with the approval of the school principal, the student may be responsible for the inhaler)
- f) All unused medication will be returned to the parent/legal guardian of the student.
- g) The first dose of any new medication will not be given at school.
- h) Medication not in the prescribed container will not be administered.

N.B. Medication must come in the original packaging.

- Injections – Teachers or other persons on the School staff will not given any injections.
- If a nebuliser is to be used, all components are to be supplied by the parents. The exact dosage and time for administration must be provided in writing.