



ADMINISTRATION OF MEDICATION AT SCHOOL POLICY

Some students may need medication to control illness. The student's continued attendance at school and benefit from education is dependent on this therapy. As part of their duty of care it is necessary that the school assists students to take their medication where it is appropriate. The principal delegates this duty to the school nurse

Every student who has a medical condition or illness that requires the administration of medication is to have an Administration of Medication Form (Proforma one). This plan is to be kept with the medication.

The parent or legal guardian must fill out a written request form for school staff to administer any prescription and over the counter medications.

The prescription medication must be in the original container labeled by the pharmacist showing the name of the drug, the "use by" date, the name of the prescribing doctor, and the child's name, the dosage and the frequency of administration.

Over the counter medication, such as analgesics, cough mixtures, motion sickness medication can not be administered without written permission from the parent. The medication must be in its original container and with written instructions stating the child's full name, dose and time required and reason for administration.

For administration of medications other than oral or topical (on the skin), special arrangements must be made with the principal and school nurse.

When a request form and medication is dropped off, the child's name will be entered into the first aid medication log for that day. Medication is to be left in the first aid basket unless it requires refrigeration.

If the child is on a course of medication, one request form will be sufficient providing an expected completion date is added.

Medication such as Ventolin or antihistamines, which may be required on an ongoing or occasional basis, will continue to be stored in the first aid room and administration will be covered by the Asthma or Administration of Medication Form completed at the beginning of each new school year.

Please note that topical treatments such as calamine lotion, stingose etc, are banned from school first aid offices.

Reviewed June 2020

