

Procedure for Administering Medication at School

From time to time a student at school may need to have prescribed medication administered during school hours.

Parents/caregivers need to provide written advice to Student Reception/Home Class Teacher if this is the case. The written advice should include information from the student's doctor about the name of the medication and instructions on how the medication should be administered and the frequency with which it should be administered to the student including recommended times during the school day (if necessary)

Administering prescribed medication

As a general rule, members of staff do not administer medication by injection except in emergency cases where such attention is necessary to prevent the death of the student, for example, in the case of a student who has an allergy and must be treated with an epipen.

General rules

To make sure that medication is administered safely and correctly, IGS follows these general rules:

- No member of the school staff is allowed to administer medication to a student unless the nature and dosage of the medication and the identity of the student have been checked by a second person.
- This medicine shall only be administered by the staff responsible for sick bay and records are to be kept.
- Tablets and other medication must be clearly labelled with the student's name.

Last reviewed: September 2014 Management Responsibility: Deputy Principal Publication: Staff Handbook, Website Audience: Staff, Parents
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Associated Documents

- Parent Consent For Administration of Medications Chart
- Medication Chart
- Asthma Protocols
- Work, Health & Safety Statement

REMINDER TO PARENTS

When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- bringing this need to the attention of the school
- supplying the medication and any 'consumables' necessary for its administration in a timely way
- collaborating with the school in working out arrangements for the supply and administration of the prescribed medication.

Key points to remember:

- Parents of children who require prescribed medication to be administered at school must complete a written request.
- Students must not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support.

PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS

CHILD'S NAME and YEAR GROUP	DATE OF BIRTH
MEDICATION NAME	DOSAGE

NOTE:

1. All prescription and non-prescription medications must display the child's name and must not be out of date.
2. Prescription and non-prescription medications must be stored in the original bottle with an unaltered label.
3. Parents must alert school staff to medications requiring refrigeration.
3. Prescription and non-prescription medication will be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting IGS staff to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

AUTHORISATION:

I authorise IGS staff to assist in the administration of medications described above to the child named above for the following medical condition/s:

State medical condition(s)		
From beginning date	To ending date	At what time each day?
Parent's signature		Date
Staff signature (staff member to sign on receipt of medication)		Date

