



## Procedure - Administration of Medication at School

*This procedure does not apply to emergency situations, where appropriate action will be taken*

### Purpose

To provide a safe environment for the administration of prescribed medication for students.

### Guidelines

1. Prescription medication will only be administered by the principal or office staff who have offered to take responsibility for administering prescribed medication to a student.
2. Office staff will not administer prescription medication at school unless there is written permission from parents (and it is agreed to in writing by the principal of the school).
3. Long-term use of medication (excluding asthma inhalers) will require written notification from a general practitioner or specialist. This will need to be updated annually in writing.
4. Any prescription medication, with accompanying parental permission other than asthma inhalers, must be kept at the office and administered by the office staff or principal.
5. Non-prescription drugs can be sent to school with prior arrangement with office staff and signed parental/caregiver agreement.
6. In February of each year parents will be made aware of the board's policy through the school newsletter.
7. Parents/caregivers need to provide the school with a medical consent form before a staff member agrees to take responsibility for administering prescribed medication.
8. The medication must include the medical practitioner's directions on the label of all dispensed medicine. The person administering the medication will follow these directions.
9. The school encourages that only essential medication is held on the school premises at any time.
10. Medication/prescribed drugs will be kept in a safe and secure place within the school office. A notebook will be kept and completed each time the medication is administered. Details will include name, drug administered, date, time and staff signature.
11. It is the parent's or caregiver's responsibility to inform the school of any change in the student/s medical circumstances.
12. Students should keep their asthma inhalers at the school office so they can be used under supervision by the office staff. Staff should send students to the office when it is necessary or deemed appropriate to use them. The child's name should be on the container and the container wrapped, eg, plastic bag.
13. Spare named emergency inhalers may be handed into the office to be kept in the secure areas.
14. Parents or students are responsible for collecting the prescription medication from the office at the end of the dosage or course, otherwise it will be disposed of.
15. Students are responsible for going to the office for their medication at the agreed time.
16. Every care is made to administer medication.

17. For severe medical needs, parents are expected to prove an action plan. Training may be requested from the health nurse for specialist support.
18. Individual emergency action plans and emergency medication are kept in the office by the sound system equipment.
19. Each teacher of a child who has an action plan will have a copy in the child's file.
20. A copy of the action plan is also in the sick bay, staffroom and principal's office.
21. Reliever kits identify if there is a child with an action plan.

## **References**

MOE Guidelines

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_