

ST JOSEPH'S SCHOOL ADMINISTERING MEDICATION PROCEDURE



If a student needs medication during the school day, permission to administer medication will be authorised by the parent or caregiver.

PURPOSE

To administer medication as prescribed by a GP or specialist.
(The first dose must not be given at school).

GUIDELINES

1. Requests will be on the “Parent/Caregivers Request for School to Administer Medication” form. Requests for pain relief medication will be authorised at the time of enrolment.
2. The exact dose of medication must be provided to the school by the parent/caregiver.
3. The medication must be kept in a lockable place within the administration area of the school when practicable. Antibiotics will be stored in the library refrigerator.
4. The Principal may delegate the administering of the medication to another/or other persons.
5. The delegated person/persons will endeavour to administer the medication as requested by the parents/caregivers.
6. Before medication is administered, the school will require written confirmation by the parents/caregivers.
7. Medication will be administered by the delegated person/persons and witnessed by another adult. A separate notebook will be initialled by these two persons.

Reviewed: 2019

Next Review Date: 2022