

ADMINISTRATION AND STORAGE OF MEDICATION

Purpose

To provide administration and storage for students' medication during school.

Students at school may require regular medication. Facilities and procedures are required to maintain safety with administration and storage.

Guidelines:

1. Any request regarding Administration of medication should be written and signed by the caregiver. Forms are available in the school's Administration Handbook.
2. The exact dosage of medication must be provided by the caregiver to the school.
3. The medication, in a correctly labelled secure container, will be kept in a locked place or under conditions stated on medication. Where possible this will be within the Administration area of the school - in a childproof container.
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 caregiver.
6. All medication administered by the school will be recorded in a log used specifically for this purpose. This is to be signed by the person administering the medication and where possible by the student.

Related policies and / or procedures:

- Hygiene procedure
- Caregiver request form
- Asthma Protocol