

SUNNYBRAE NORMAL SCHOOL

ADMINISTERING MEDICATION IN SCHOOL POLICY

Adopted by BoT 20 May 1997

Reviewed on a 4-yearly cycle – last review September 2017

Principle

The School should only be requested to administer medication during the school day when it is impossible or highly impractical for the parent or guardian to do so; it is accepted that there will be times when this is required for a student's health.

Guidelines

1. All requests will be on the 'Parent/Guardian Request for School to Administer Medication' form and addressed to the Principal.
2. The School will not be responsible for giving the first dose of any course of medication
3. Where practicable the exact dose of medication and instructions on the method and timing of it must be provided by the parent/guardian to the School.
4. The medication must be kept in the admin area.
5. The Principal may delegate the administering of the medication to another person or other persons.
6. The delegated person(s) will endeavour to administer the medication as requested by the parents/guardians.
7. Medication will be administered by the delegated person(s) and witnessed by another adult. This will be logged and signed.
8. All staff will be trained by the Public Health Nurse on how to administer an EpiPen to any student for whom an EpiPen has been provided.
9. Students requiring an inhaler for asthma will be identified through the information recorded in the Health section of the school SMS.
10. Students with High Health Needs will have specific care plans developed in consultation with Health professionals and parents e.g. type 1 diabetes, severe allergies.
11. Paracetamol will only be given with parental permission (verbal permission is sufficient); this will be logged and signed.
12. A First Aid kit will be taken on each Learning Excursion.

BoT Chairperson: _____ Principal: _____ Date: _____