



## **Medication Administration Policy**

(Where possible, medication should be administered to your child  
at times other than during school hours)

**Please read both sides of page**

### **1. GENERAL STATEMENT**

All medication supplied to the school must be in a container labelled by a pharmacist/natural practitioner, showing the name of the student, the medication, the use by date and/or date of distribution, the name of the student's medical practitioner, the dosage and the frequency of administration.

There are Medication Request forms to fill in at the school however, if you are unable to come in, you will need to write a clear letter of request (either via email, or on paper) to administer the medication. The letter must have a date, be signed and include details of the medication, times and quantities to administer and given to Administration (Admin), so this can be kept on file.

### **2. SAFE KEEPING OF MEDICINE**

The River School realises that there are times when parents may wish to use natural products and lozenges that are sold across the counter in chemists or health food stores. These are still classified as medication and will need to have a letter of explanation, which is handed to the office. They cannot be self-administered and will need to be handed to the appropriate Teacher to control the administration of the product. (Lozenges - which have dosage recommendations, are in the same category. Please be aware of the school's food policy when sending in cough lozenges).

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### 3. ADMINISTRATION OF DRUGS TO STUDENTS

From time-to-time parents may request that members of staff administer prescribed medication during school hours. All such requests MUST be referred to the administration staff. If the staff agree that the situation requires supervised administration of medication the following procedures are to be followed:

- The student's parents must make a written request (forms provided) to the admin staff including instructions for administration of the drug, and any special needs of the student.
- At the start of each school year, a new *Medication Administration Request Form* needs to be completed – it will not be assumed by staff that the medication is the same.
- The admin staff will authorise a staff member (if medication is kept in the office, this will be the office staff), to administer the medication.
- The administering staff must ensure that all medication is in a container labeled by a health care professional or pharmacist, showing:
  - The name of drug
  - Use by date
  - Name of medical practitioner prescribing the drug
  - Name of student
  - Dosage
  - Frequency of administration
- Medication that is not labeled, as indicated above, will not be administered.
- Non-prescription medication such as analgesics must be provided by a guardian for *specific* situations/timeframes and all paperwork must still be completed prior to administration (The school does not supply any form of pain relief).
- All medication will be kept in a lockable cupboard.
- Records on the *Administration of Drugs* to students will be kept in the designated folder.
- Parents are to be notified in writing of the school's policy including the requirement that the school takes no responsibility to ensure that medication is not out of date or that sufficient quantities of the medication are provided.
- The designated member of staff is to return all unused medication to parents when the parents inform the school in writing that medication is no longer needed or is past the use-by date.
- If a member of school staff becomes aware that a student has possession of a medication without written advice from a parent, or the parent's advice is inconsistent with the medical instructions provided, they will confiscate the medication, store it securely and notify the Principal. The Principal or designated member of staff will contact the parent/s.



#### 4. MEDICATION ADMINISTRATION REQUEST

Please read the school Medication Administration Policy before completing this form. This form must be completed for medication to be administered to your child during school hours. Completed forms are to be returned with medication to the Office.

All medication supplied to the school must be in a container labelled by a pharmacist or natural therapist. The label will include the name of the substance, the use by date and/or the date of distribution, the name of the student's practitioner, the name of the student, the dosage and the frequency of administration.

Where possible, medication should be administered to your child at times other than during school hours.

I (printed name) \_\_\_\_\_ request administration of medication as detailed below for my child.

☐ Confirm that I have read the School Drug Administration Policy.

☐ Understand that a new **Student Medication Request form** must be completed:

- for any new medication.
- if there is any change to any of the instructions below.
- at the beginning of each new school year.

Full name of Student: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Yr. Level: \_\_\_\_\_

Name of Practitioner: \_\_\_\_\_ Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time/s to be administered: \_\_\_\_\_

Commencement Date: \_\_\_\_\_ Conclusion Date: \_\_\_\_\_

Special instructions (not included above): \_\_\_\_\_

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

(parent or guardian with legal responsibility of student)

Staff Member: \_\_\_\_\_ *Date:* \_\_\_\_\_

## Staff Administration of Medication Record

Student: \_\_\_\_\_ Class: \_\_\_\_\_

Medication: \_\_\_\_\_

Date	Time	Dosage	Staff Signature