



Oral Medication Policy 2021

Definitions

Oral Medication Any medicines that are taken orally

Rationale

From time to time children require medication to assist them in recovering from illness. Regular administration of medication is important in assisting with the recovery process.

Primary school aged children are not ready to be responsible for administering their own medication. It is necessary for the school, as part of its duty of care to children, to share in this work.

Implementation

- To assist the school, parents should supply prescribed medication in its original container that gives:
 - The name of the child
 - The dosage
 - The time the dose is to be administered
 - The name of the medication
- A signed note containing the above information must be given to the school office before any medication can be administered.
- Parents should use, where possible, the school proforma (attached and available on our web site) for this activity.
- Medication is not to be left at school overnight, unless prior arrangements have been made between the parents and the school office.
- No child is permitted to have any form of medication in their possession. This includes Disprin, Aspro, Panadol etc.
- Children with medication in their possession will have that medication confiscated.

Asthma Medication:

- Because of the nature of asthma 'puffers' and their use, this policy does not include asthma medications. (Refer to Asthma Management Policy)

Administration of Medication

In most circumstances, the school administration officer is responsible for the administration of all medication.

In some circumstances, the class teacher/duty teacher will administer medication.

The person administering medication is responsible for completing administration details on the Oral Medication Permission Form.

The Oral Medication Permission Form will be filed in the Medication register, located in the school office.