

**ADMINISTRATION OF MEDICATION AT
SCHOOL POLICY - NAG 5**



PURPOSE: To ensure clear guidelines for staff and parents are followed to allow the safe administration of prescribed medication for children whilst they are at school.

OBJECTIVES:

1. Written parent request (on school form) must be completed before the school will administer medication.
2. Medication must be delivered to the school office by an adult.
3. Any changes in the administration of the medication must be notified in writing to the school by the parent/ caregiver.
4. All medications must be stored in a locked cupboard except that which requires refrigeration.
5. Medications that have expired will not be administered.
6. It is the parents responsibility to keep the school supplied with adequate unexpired medication.
7. Regular monitoring of the medication kept in storage is to be completed once per term.
8. A daily record of each individual dosage is to be completed by the person administering.
9. Children requiring medication must report to the nominated administrator at the requested time.
10. School will administer Prescription medication only. Painkillers such as Panadol, Disprin, Paracetamol etc will not be administered unless prescribed.

EFFECTIVENESS SELF REVIEW:

1. This policy will be reviewed in accordance with the Board's triennial programme of self-review.
2. The review will be conducted by the Office Manager through an analysis of the record of procedures.

DATE of POLICY ADOPTION : 31 March 2016

DATE of REVIEW : March 2019

Signed: _____

Chairperson

Principal