



MARIAN SCHOOL BOARD OF TRUSTEES

ADMINISTERING GENERAL MEDICATION AND RESTRICTED DRUGS POLICY

PURPOSE

1. To protect children who require medication.
2. To ensure safe storage and effective administration of medicine at school.
3. To ensure that written parental approval and correct instructions for administration of medicines are received prior to administering.
4. To protect the staff involved in administering the medication.

POLICY

1. The Public Health Nurse will act as a liaison person as required.
2. Caregivers must complete and sign a consent form whenever a request is made of school staff to administer prescription medicine on the school site, at a camp or on a fieldtrip.
3. For general medicines such as panadol, the pupil's caregivers are given the opportunity to sign authorisation during the initial enrolment procedures. General medicines will only be given to children whose parents have authorised such use.
4. When documentation has been completed the office staff will advise the principal and teacher(s) concerned. Medicines will be kept in safe storage in the office and dispensed by those with authority to do so.
5. Medication given at school will be recorded on a special consent form.
6. Medicines are to be kept in their original containers, labelled with the child's name, the dosage to be given, and the times and frequency of dosage.
7. Apart from named asthma inhalers, children must not carry or store loose medication on their person or in school bags or desk.
8. Emergency situations which may arise will be dealt with by contacting parents and if necessary, by ringing for an ambulance or taking the child to a medical centre. Any costs incurred will be the responsibility of the parents.
9. Lists of authorised medicine-takers will be held in the Secretary's Office. Approvals for panadol will be on individual enrolment forms.
10. Medicines via needle injection will be given only by approved Health Workers. Self-administering of insulin injections will be treated differently and will follow discussion with those involved in the child's welfare.

REVIEW

This policy will be reviewed by the B.O.T. triennially.

APPROVED 9 July 2003

Board of Trustees Chairperson: