

Winchester School Policy

Administering Medication

Rationale

Parents / Caregivers are the best people to administer medicines to their children. Children who are unwell should be cared for at home. If they are attending school but require medicine, it should be given by parents / caregivers outside school hours if possible, eg. Three doses a day can be administered at breakfast, afternoon tea and before bed.

If no other option is available a request must be made (in writing on the appropriate form) to the school to administer medication.

Purpose

To administer medication as prescribed by GP and/or specialist. (This first dose must not be given at school).

School Guidelines

1. All requests will be on the "Parent Request for School to Administer Medication".
2. Medicine must be provided to the school in their original container with a suitable measuring device.
3. The medication will be kept in a suitable place within the Administration area or staffroom fridge.
4. When medication has been administered the staff member administering the medication will sign and date the 'Medication Administered at School' booklet.

Chairperson

Date

NOTE: This policy needs to be updated on the school website.