

2.22 MEDICATION PROCEDURE

PURPOSE

To administer of correct dosage of medication to students as instructed.

STRATEGIES

Medication must be in its original container with original instructions.

ROLES AND RESPONSIBILITIES

Families

When children require medication at the School, parents or guardians will record their children's medication needs in the Medication Authority Form. The following information must be provided:

- Date
- Child's name
- Name of Medication
- Dosage
- Date and time dose is to be given (and whether it should be given with food)
- Date and time last dose administered, and should be next administered
- Method of administration
- Name and signature of parent
- Name and signature of person administering medication
- Possible side effects of medication

Parents must hand the medication in its original container to a staff member each day that it is to be administered to the child. A staff member will then place it in the refrigerator or cupboard in the locked medicine cabinet so that it is not accessible to students. No medication is to be left in the child's bag or locker. Parents must organise for medication to be collected at the end of the day.

Staff

- Only medication prescribed for that child will be administered.
- A staff member will administer the medication. Correct dosage must be checked before administration.
- Another staff member will witness the medication being given.

The following will be recorded in the register:

- Name and signature of staff member who administered the medication
- Time the medication was given
- Method of administration
- Name and signature of witness
- Any spill, reaction, or refusal to take the medication
- Dosage administered.

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Updated copy	2024