



Holy Trinity

Eltham North

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Administration of Prescribed Medication Policy

Rationale

At Holy Trinity we provide for the well being of our children. The safe and accurate administration of medication to students whilst at school is essential. This policy is based on the premise that the onus is on the parent to provide the correct information for the administration of medication.

Beliefs

At Holy Trinity we believe:

- Students should be encouraged to attend school whenever possible
- Should a student require medication, it should be administered safely
- Teachers and parents should feel secure in the knowledge that medication administered to children is given correctly and only when prescribed

Guidelines

Medication will only be administered when-

Written and signed instructions are provided by the parent/guardian. A form is to be sent home at the commencement of each year and will also be available from the Office. It is preferable that parents hand the medication to the Office. When the medication is ongoing for a medical condition such as diabetes or a chronic health diagnosis a medical plan by a doctor or pediatrician must be supplied.

Instructions to include:

1. Name of child
 2. Class Teacher and class
 3. Details of Medication (name etc)
 4. Dosage required
 5. Instructions for the administering of Medication
 6. Contact phone number
 7. Signature
- Medication should be sent in its original container with the printed instructions and student's name still clearly visible
 - If measuring cup/spoon required, this should be provided by the parent and labelled with the child's name
 - Where Asthma medication is being self administered, the parent must inform the school Office in writing at the beginning of each school year

Procedure

1. Medication is to be passed in at the Office with signed instructions
2. Medication is to be stored in the First Aid room
3. After medication has been administered, Administration staff are to record the date and time medication was administered and sign the entry.

If medication is to be taken home each night, the parent is to collect medication from the Office at the end of the day. If this is not possible, the parent must request in writing that such medication is to be collected by the child from the Office and taken home.

