

Administration of Medication

Children taking prescribed medication must be well enough to attend the school. If the child is deemed as 'too poorly' to participate in lessons, the child's parents will be contacted to take the child home until they are well enough to return to lessons.

In the unlikely event of medicines needing to be administered:

- Parents must provide written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- Parents/guardians are asked to supply the child with a plastic medicine syringe which staff can use to 'draw' the medicine.
- Staff will be dressed in PPE and will hand the child the syringe containing the medicine.
- Both staff and child will sanitise their hands before and after the medication is administered.
- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge such as an EpiPen, individual training is provided for the relevant member of staff by a healthcare professional.
- Medication will be stored as stated by the medication directions.

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