

BHBI SCHOOL	Procedure Manual
ADMINISTRATION of MEDICATION	NAG 5

RATIONALE

To provide a safe and healthy environment for children at school.

GUIDELINES

- School staff will not administer prescription medication at school unless there is written permission from parents or family members.
- No over the counter or non-prescription drugs are to be sent to school, and in the case that they are, no staff member will administer these under any circumstances.
- The administration of authorised prescription medication is by office staff/ First aiders only.
- Long term medication will require written notification from a General Practitioner or Specialist. This should be renewed annually.
- Children requiring prescription medication that needs to be administered at school, and who are well enough to be at school, need to have a form completed by the parent or appropriate family member requesting that office staff/first aiders administer medication/s, and giving permission for them to do this.
- Any staff administering medication will keep a signed record of the child's name, the drug administered, the date, and the time, for the parent to see.
- Family members from home are responsible for advising school of any relevant information concerning a child's health.