



# NHILL LUTHERAN SCHOOL

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## STUDENT MEDICATION

### **RATIONALE:**

It is essential for the safety and well-being of students and for the legal responsibilities carried by the school that a clear and mandatory policy exists to cover the administration of medication to students.

### **POLICY:**

#### **Registration:**

- A register of children who are currently taking medication at school or who have special medicinal requirements will be maintained. The register will include full details of the type of medication, dosage required and time of administration.
- This register will be kept in the First Aid Cabinet. A list of children with medical conditions will be available to class teachers and must be kept in the First Aid Cabinet.

#### **Administration of Medication:**

- At all times there will be two people present when medicines are administered. One person is to identify the child and dosage required and the other is to administer the medication.

#### **Recording of Administration:**

- A book to record each administration to individual children will be kept in the First Aid Cabinet. This will include date, time and dosage and to be signed by the person administering the medication.

#### **Non-Prescription Medication:**

- Non-Prescription medication will not be administered to students without parental consent.

#### **Information:**

- All parents will be informed of the requirements and procedures for administering medications during school hours through the Parent Handbook, and through regular reminders in the newsletter.
- The medication procedure shall be on display in classrooms and in the staffroom.

## **PROCEDURE:**

### **Short Term Medication:**

- Parents have the child bring each day's dosage to the school office for safe-keeping and administration under supervision at the required time (indemnity note required).

### **Long Term Medication:**

- The medication is to be brought to the school office in the morning for recording and storage.
- Single doses can be brought in by the child.
- Larger quantities must be delivered by the parent.
- The medication is to be placed in a designated locked cupboard.
- The class teacher will be advised of the time the medication is to be taken. Every effort should be taken to remind the child when it is time to take the medication.
- At the designated time, the class teacher will send the child to the designated persons.
- The record of administration is completed and signed.

### **ASTHMA:**

- The parent/s of any child who uses a prescribed aerosol for asthma are required to supply the school with a spare current labelled inhaler, stating dosage and frequency, to be kept for emergency use by the child.
- Parents are to ensure their children have their medication with them and are able to administer it themselves where possible.
- A nebuliser will be provided by the school for use by the student if and when required.

### **EXCURSIONS AND SPORT:**

In the event of a child going on an excursion, all of the above procedures are to be in place with the following extra procedure:

- The child's dosage for the day is to be signed out by the administrator and given to the supervising teacher in an appropriate container with instructions as to time of dose and any other relevant information.

DATE: March 2015

FOR REVIEW: 2018