

## MEDICATION ADMINISTRATION

Schools are required to have a policy and procedure regarding medication. This includes the administering of medication to students while attending school or school-based activities. Authorisation should be obtained from a medical practitioner to administer any prescription medication to students.

Administering of medication during school hours should be considered only when there is no other alternative, such as when the medication is prescribed by a medical practitioner to be taken at scheduled times.

### Medication Administration Requirements

Medication will not be administered at School, except where:

- prescription medication has been supplied by the parents/guardians and written medical advice from a medical practitioner has been provided;
- Non-prescription medication has been supplied by the parents/guardians and a medication form (available from the School office) has been completed and signed by the parents/guardians.

Schools should not:

- administer analgesics (e.g. aspirin or paracetamol) as a standard first aid strategy;
- allow the use of medication by anyone other than the prescribed student

### Requirements for Medication Administration

Schools should adopt the following strategies for the administering of medication:

- Check and adhere to pharmacy label instructions or parent instructions prior to administering (e.g. 'to be taken with food').
- Ensure the following are checked before administering:
  - correct medication
  - correct student
  - correct dose
  - correct time
  - correct route (e.g. inhaled/orally)
  - correct documentation