

PERMISSION FOR MEDICATION

When a child needs medication during the school day, which a teacher will administer, the following procedure must be adhered to:

1. School must have written permission from the parent/guardian for medication to be administered in school. If the medication is non-prescriptive, e.g. Calpol, a simple written note with the name of the medicine, dose, and time to be administered is sufficient. For prescription medication, forms are available from the office for the parent/guardian to sign.
2. A staff member must record the times and dosage given each day in all instances. A separate form for this is available from the office. Dosage and times must match the instructions on the label. When the medication is required daily for a sustained period, instructions from parents on the Health Care Plan will suffice.
3. School Calpol and Nurofen are stored separately from children's medicines.
4. Non-prescription drugs must be stored separately from prescription drugs.
5. The signed paper for prescription drugs remains in Mrs Wilson's office. When the parent collects the medication, they must sign that the medication has been administered for that day.

Forms are available in the office in a file marked First Aid, Medication, and Accident. Completed forms must be returned to Mrs Wilson to be filed in the folder.