



## Medications in School Policy

### Rationale:

“**Medications**” in this policy refer to medicines, tablets (other than travel sickness preventatives) and asthma inhalers.

Children may at some time need to take prescribed medication during the school day. As such we need to ensure that any medication brought to school should be adequately stored and given out.

### Purpose:

To ensure that children who need to take medication are adequately catered for and that other children are not put at risk by having open access to medicines.

### Guidelines:

1. A child may only bring medication to school if the Principal has given permission.
2. A child may only bring medication to school that has been specifically prescribed for him/her, that needs to be taken during the school day.
3. Parents must discuss the dosage requirements with the Principal and sign a letter of consent (sample attached) before any medication can be left in school.
4. Under no circumstances will medication be administered without a consent form being completed and signed. Neither will any medication be administered that is not prescribed for the child - this includes cough sweets, headache tablets etc.
5. Staff are not allowed to give any child their medication unless they have agreed this with the Principal.
6. Medications should be properly labelled and checked that the prescription is for the particular child.
7. All medications will be stored in the School Office or the Principal’s room and each class teacher will have a list of the medications held for their children.
8. Parents of children needing travel sickness preventives should give these to the trip organiser who will agree to administer them with permission of the Principal.

**Reviewed:** September 2019

**Next Review Date:** September 2020