



Administration of Medication Policy/Procedure

Table of Contents

POLICY	1
Statement	1
Purpose	1
PROCEDURE	1
Medication	1
Oral Medication/Other	1
Medication involving sharps	2
POLICY INFORMATION	2

POLICY

Statement

Medication can be administered at school/camps/excursion providing it can be done so safely. Administration of medication must take into consideration the rights and privacy of anyone who needs medication at school as well as the health, safety and well being of all staff and students

Purpose

From time to time student/staff/parents will need to administer medication whether ongoing or for a short period of time. This Policy ensures the safety and wellbeing of all students when medication needs to be administered on school grounds or during a school activity/camp/excursion.

PROCEDURE

Medication

Medication comes in many forms:

- Oral
- Injection
- Other



Oral Medication/Other

Where medication is oral and does not put anyone at risk the following measures must be taken:

- All prescription medication requires a [medication agreement](#), to be completed by the parent/caregiver and/or doctor
- All medication must be brought to school in the original labelled container prepared by the pharmacy or doctor
- Staff administering medication must document the time and dose that the medication is taken and that any medication taken is in date (Where a parent administers medication, doses do not need to be documented)
- Ensure the privacy and safety of all students
- Correct disposal of all medication
- All medication must be transported to school by the parent/caregiver and handed to front office staff. Students are not allowed to bring medication to school (this excludes asthma medication e.g. puffers)

Medication involving sharps

Where medication involves the use of sharps (ie needles) and does not put anyone at risk the following measures must be taken:

- A note from parents/guardians explaining the purpose, dose and time medication is to be taken
- Staff administering medication must document the time and dose that the medication is taken and that any medication taken is in date (Where a parent administers medication, doses do not need to be documented)
- Correct disposal of all medication (Must be administered where a sharps bin is available)
- Cannot be administered in a classroom or where students may interfere
- Ensure the privacy and safety of all staff/students
- Must be administered in the recovery room or a designated place where the student/staff member feels comfortable and a sharps bin is available.

POLICY INFORMATION

Policy Name	Administration of Medication
Last Updated	15/12/2019
Review Date	15/12/2023
Officer Responsible for this policy	Principal
To Be Approved By	Principal
Approval Date	31/1/2025