



Distribution of Medication Policy

Date of Policy:

Date of last major review:

Date of next major review:

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Rationale:

This involves both prescription and non-prescription medication. An Updated list of any child(ren) requiring ongoing medications is to be maintained and no medication is to be administered without direct permission from a parent or guardian of the child.

Occasional Medication:

- Direct permission must be given.
- No medications are to be kept in bags or classroom tubs. They must be handed to a teacher to be stored in the staffroom refrigerator as required or in the Medicine Box in the teacher's Storeroom between the P-2 & 3-6 Classrooms.
- A record of Medication given in the classroom is to be kept in the medication book.
- Any medication sent to school must be clearly labelled with name of child, dosage/frequency and accompanied by a note or phone call.
- Asthma management plans (individual) are maintained in the Administration office.

Regular Medication:

- A set proforma to be signed by parent or guardian.
- Classroom teachers to administer medications and keep an ongoing record.
- All medications are stored in the Medicine Box located in the Storeroom between the P-2 & 3-6 Classrooms.
- It is understood that some students, with written permission from a parent or guardian, will need to carry an asthma pump.
- Emergency asthma pump, & spacer will be stored in the First Aid cupboard in the Administration Office.
- At least two staff will be trained in the usage of the above.
- Asthma procedures to be displayed on noticeboard in the staffroom & administration office .
A copy is also to be in CRT folders and First Aid cupboard.

Excursions:

Cases21 permission notes to be taken on all excursions to identify children who take regular medication.