POLICY: DISPENSING NON-PRESCRIBED MEDICATION

1. Rationale

The school is mindful of its responsibility to children in the administering of medication that has been prescribed by a medical practitioner. However, the school is often asked to administer to children non-prescribed medication. The school felt it incumbent to develop a Policy that would be understood both by those who administer and those who request that a non-prescription drug be administered.

2. Aim

Communicate to the school community the school stance on the administering of non-prescription drugs/medications.

3. Implementation

3.1 Parents/Guardians are discouraged from providing children with medication at school, unless on doctor’s advice.

3.2 If the child is so ill that he or she is on a course of medication, common-sense would suggest that the child should be at home.

3.3 If (with doctor’s advice), a parent/guardian requires that non-prescription medication be administered to their child during school hours, the parent/guardian must bring the appropriate medication in to the school office, clearly labelled, with full instructions for administration, fill in the appropriate forms (5 in all) and collect such medication at the end of the school day.

3.4 Parents should be aware that no office staff member will administer any drug/medication unless the appropriate forms have been completed. A letter signed by Parent/Guardian is not sufficient.

3.5 All medication brought into school is to be kept in a central location in the school office.

3.6 Parents should not make phone calls asking staff to administer drugs/medications that they have not supplied eg Panadol.

3.7 Teaching staff are not to administer either prescription or non-prescription drugs or medication.

4. Evaluation

The policy will be evaluated annually by office staff and the Principal.