



MEDICATION & MEDICINE MANAGEMENT Policy

PURPOSE:

Epping Views Primary School has developed procedures for the appropriate storage and administration of prescribed and non-prescribed medicines to students by school staff with reference to individual student information.

ADMINISTRATION OF MEDICATION:

Parents / guardians are required to inform school administration of any medication (prescribed/ non prescribed) that students need to take during school hours. A Medication Permission Form must be completed and signed by the parent before any medication will be administered.

All medication is to be administered by school staff. Parents/guardians are required to supply medication in a container that gives the name of the medication, name of student, the dose and the time it is to be given.

No non prescribed medication (Panadol etc) will be administered to any student without parent/guardian permission.

Student Asthma Plan and medication are stored in a medicine cupboard in the school administration office.

All other prescribed medicine is stored safely in the school First Aid room.

EVALUATION:

This policy will be reviewed as part of the school's four year review process.

This policy was ratified by School Council on

18th August 2015