



St Mary's Primary School

Administration of Medication Policy

School commitment

St. Mary's recognises that students may need to take prescribed medications during school hours.

Management priorities

- A parent or legal guardian must provide written authority and instructions with the medication.
- The principal authorises administration staff to take the responsibility of administering the medication.
- Medicines will be kept in a secure place.
- The medication must be in the original container obtained from the pharmacist or medical practitioner.
- All unused medicines will be returned to parents.

Instructions for the administration of the medication must:

- be clearly written on the container by the pharmacist at the medical practitioner's direction.
- indicate specific times at which medication is to be administered.
- show the dosage and the child's name.

Other requirements

- Staff will not administer over-the-counter medications.
- Parents must be informed of the need to keep the school informed of any serious medical conditions their child may be suffering.
- Procedures are in place to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
- At no time should any medication provided for one student be administered to another student.

Schools have been given an exemption under the regulations to stock asthma inhalers in cases of emergency.

Anthony Butts
Principal