



Kapinara Primary School

Medication Administration Policy

The Education Department determines policy dealing with the administration of medication by school staff. If a staff member is to be involved in the administration or supervision of a student taking medication, the parent is required to complete 2 forms - 1 completed by the parent, the other to be completed by the medical practitioner prescribing the medication. If a child has an ongoing health issue (eg. emergency treatment for bee stings), please refresh the treatment plan at the beginning of each year in consultation with the Deputy Principal.

Schools will never administer aspirin and only in most exceptional circumstances can schools be involved in the administration of non-prescribed medication. Only the quantity of medication required for one school day can be brought onto the school premises. Please see the Deputy Principal for further details.

ADMINISTRATION OF MEDICATION POLICY AND PROCEDURES. EDWA

CHANGE from previous policy - both Appendices 1 & 2 are to be completed in every instance where school staff actively administer medication to a student, or supervise the administration of medication by a student.

1. Reasonable requests fall under duty of care. p3.
2. Store records until 25th birthday. p3. p7.
3. Respect confidentiality. p4
4. Schools should normally not be involved in administering non-prescribed medication. p5.
5. Never administer aspirin. p5
6. Only the quantity of medication for one school day can be brought onto the school premises. p6.
7. School staff are not expected to administer prescribed medication treatments which require specialist training, such as giving injections. p6 If life or death, school requires Appendices 1 and 2. p6. If staff do not do it they breach their duty of care to the student. p7.
8. Store medication safely and refrigerate if necessary. p8.

ENDORSEMENT

We, the undersigned, hereby certify that this document was ratified at the Kapinara School Council meeting of

KAPINARA SCHOOL COUNCIL CHAIR

KAPINARA SCHOOL PRINCIPAL

NAME _____

NAME _____

