

# DRURY SCHOOL: Policy 5.01 Administration of Medicine

## **Rationale:**

The school may be requested to administer medication during the school day when it is not possible to be administered by the parent or guardian.

## **Purposes:**

To correctly administer medication as prescribed by a doctor or specialist.

## **Guidelines:**

1. All requests will be on the "Parent/Caregiver Request for the School to Administer Medication" form and addressed to the Principal.
2. Before medication is administered the school will require written confirmation by the parent/caregiver.
3. The exact dose of medication must be provided by the parent/caregiver to the school.
4. The Principal may delegate the administering of the medication to an adult employee of the school to be dispensed via the office.
5. All medications will be secured, dispensed and administered from the office except in emergency situations. In emergency situations a detailed record will be kept of medications administered.
6. It is the Parent/Caregiver's responsibility to ensure any medication held at the school is within its use by date.
7. A register of medication shall be maintained.