

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.

To comply with and follow the Catholic Education Office's Guidelines for the Dispensing of Medication.

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, commonsense 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 its administration, fill in the appropriate forms 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 sufficient.
- 3.5 All medication brought into school is 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) as staff are not authorised to use another child's medication in such circumstances.
- 3.7 Staff must not administer medication to students which has not been supplied by their parent.
- 3.8 Teaching staff are not to administer either prescription or non-prescription drugs or medication unless approval has been given by the Principal.

4. Evaluation

The policy will be evaluated annually.