

Policy on Administration of Medication

When administration of medication is necessary for a child during the school day, the following procedure will be used:

- Parents will write a letter to the Principal, requesting administration of medication. This letter should contain the following.
 - ❖ Child's full name and address
 - ❖ The name of the medication to be administered
 - ❖ The exact dosage and time of the administration
 - ❖ The name of Family doctor
 - ❖ Signature of parent/guardian
- Parents are wholly responsible for provision of medication and should normally keep account to ensure that medication is available. While staff administering the medicine will check for dates and supply, it is the parent's responsibility to ensure that medication is in date and there is sufficient supply at all times. It is also the parent's responsibility to provide the medication to the school in appropriate containers for storage and with name of child clearly viewable
- Medication should be sent to the Principal's office and will be kept in a safe place.
- Medication will be administered from the Principal's office by the Principal or Deputy Principal and a record recorded. The record of administration will be kept in the office. Medication is stored in a plastic container in the Principal's Office.
- Where there are changes in dosage or time of administration, parent/guardian or other person designated by the parent/guardian should write a letter requesting these changes.
- Request for administration of medication should be renewed at the beginning of each school year.

Other Related Policies

- All School policies are available by email on request from the School Office and on the school website e.g. Health and Safety, Accident and Critical Incident

Ratification and Review

This policy was last reviewed and updated and approved by the Board in April 2019. It will be reviewed every 2/3 years or as required.