

Administration of Prescribed Medication by the School Office Staff

5.8

Rationale

1. Medications can be administered to students by non-medical staff members once parental permission is received..

Requirements

1. A medication agreement of waiver on the Trip / Visit Form must be signed by the parent or guardian.
2. The office first aider and other staff who elect to take responsibility (eg. camp leaders, sports coaches) are authorised to administer medication. Where no staff member so elects, responsibility will be passed back to parents or alternative supervision arrangements will be negotiated. Appropriate information / training will be given to staff who elect to administer medication. Staff must follow directions on the label of any medicine.
3. Storage of medications and drugs held or administered on school premises or on camps / visits will be secure and safe at all times. Only very small amounts will be held.

Adopted by the Board of Trustees: 13 May 2019