



St Mary's Primary School

Administration of Medication Policy

School commitment

St. Mary's recognises that students may need to take prescribed medications during school hours.

Management priorities

- A parent or legal guardian must provide written authority and instructions with the medication.
- The principal authorises administration staff to take the responsibility of administering the medication.
- Medicines will be kept in a secure place.
- The medication must be in the original container obtained from the pharmacist or medical practitioner.
- Medication must be supplied with a pharmaceutical label attached.
- All unused medicines will be returned to parents.

Instructions for the administration of the medication must:

- be clearly written on the container by the pharmacist at the medical practitioner's direction.
- indicate specific times at which medication is to be administered.
- show the dosage and the child's name.

Other requirements

- Staff will not administer over-the-counter medications.
- Parents must be informed of the need to keep the school informed of any serious medical conditions their child may be suffering.
- Procedures are in place to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
- At no time should any medication provided for one student be administered to another student.

Schools have been given an exemption under the regulations to stock asthma inhalers in cases of emergency.