



March 2021

Administering Medication Procedures

Following Department of Education guidelines for the administering of medication at school to students all parents/carers of students, who require medication to be administered during school hours, need to complete the 'Request for administering prescribed medication to a student' form. This form is available from the front office and the school website.

No medication will be administered to a student at school without prior written approval from the principal.

All medication needs to be in the original pharmacy packaging with the prescription label on the packaging.

The first dose of the medication must be administered at home prior to sending it to school in case the student has a reaction or suffers side effects from the medication.

Students cannot carry medication to school. Only an adult or responsible person over the age of 16 can carry the medication and deliver it to the office with the exception of asthma inhalers and EpiPens

If your child attends Before or After School Care (BASC) and they require medication during the day and the medication needs to be returned at the end of the day, the following will happen. A staff member from the BASC will deliver the medication to the office in the morning and a Tharawal staff member will drop the medication to the BASC in the afternoon.

Under no circumstance is a child to administer their own medication with the exception of asthma inhalers.

Please note: Any child who is capable of administering their own asthma medication will need to have the written permission of the principal to do so and the student will be supervised by a staff member to ensure they are administering the correct dose.

Gerry O'Brien
Principal

Effective as of 21 February 2020
To be reviewed annually or as required