

ST. PATRICK'S PARISH SCHOOL

ALBURY

ADMINISTRATION OF MEDICATION

Teachers wish to be supportive and helpful to students who require medication on either a short or long term basis.

Any teacher who does not wish to be involved in the administration of medication should consult the Principal so that an alternative plan may be devised.

Guidelines for the Administration of Medication.

- ◆ All medication should be in the container in which it was dispensed (sending a few tablets to school in an envelope is not acceptable.) - preferably one weeks supply of medication at a time.
- ◆ All medication should be clearly labelled with the following information (generally provided by the pharmacist)
 - ◆ Child's name
 - ◆ Drugs' name
 - ◆ the dosage and frequency to be given
 - ◆ the prescribing doctor's name.
- ◆ Staff administering Ritalin (for ADD), dexam phetamiul (hyperactivity) and the like should request from the child's doctor (via the parent) information regarding what to do if a dose is misused.
- ◆ All drugs should be administered only in the presence of another adult.
- ◆ The Medication Record Sheet (see attached) should be completed.

NON- PRESCRIPTION DRUGS.

Staff **should not** administer non-prescription drugs (including paracetamol and aspirin) without clear, written instructions from the child's doctor.

- ◆ All drugs should be stored in a safe place e.g. locked filing cabinet, office safe.

ADMINISTRATION OF MEDICATION

Child's Name: _____ Class: _____

Date of Birth: _____ Sex: M F

Condition Being Treated: _____

Drugs Name: _____

Dosage & Frequency to be given: _____

Procedure to be followed if a dosage is missed:

Prescribing Doctor: _____

Prescribing Doctor's Phone No. _____

Any other relevant information: _____

I give my permission for St. Patrick's School staff

to administer _____

(drugs name)

to _____

(child's name)

signed _____

(Parent / Guardian)

Date _____

**PLEASE FORWARD ALL MEDICATION IN THE CONTAINER IN WHICH IT WAS
DISPENSED.**