

Policy: Administering Medication

Policy Statement

Jireh Christian School recognises that the administration staff and nominated staff may be required to administer prescribed medication to students. The School states that it should only be requested to administer medication during the school day in order to ensure that a student's health is not placed in jeopardy.

Procedural Guidelines

- Prescribed medication must initially be given by a medical professional or parents/caregivers.
- Students who require medication, and are away on EOTC activities, must have written consent from parent/caregiver for medication to be administered.
- All requests to administer medication should be in writing from the parent/caregiver.
- Requests to administer medication must be made directly to the admin staff
- The medication must be kept in a locked place.
- The exact dose of medication must be provided to the school by the doctor/parent/caregiver.
- Administering of medication will be recorded by the admin staff.
- Whilst the school will take all reasonable steps to ensure that the student takes the prescribed medication, the final onus for this is on the student, not the school.

Review schedule: Triennially

ADOPTED BY BOARD OF TRUSTEES		
Date 12 th September 2017	Chairperson	R Thornton (Acting)

Reviewed Date 28th November 2017

Chairperson **R Thornton**