



## Policy: Administering Medication

---

### Policy Statement

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

### Procedural Guidelines

1. Medication must, wherever possible, be given by a medical professional or parents/caregivers.
2. Students who require medication, and are away on EOTC activities, must have written consent from a parent/caregiver for medication to be administered.
3. All requests to administer medication must be in writing from the child's parent/caregiver and submitted to the office.
4. The medication must be kept in a locked place.
5. The exact dose of medication must be provided to the school by the medical professional/parent/caregiver.
6. Administering of medication will be recorded by the office staff.
7. Whilst the School will take all reasonable steps to ensure that the student takes the medication, the final onus for this is on the student, not the School.

### Review schedule: Triennially

**ADOPTED BY BOARD**

Date 12<sup>th</sup> September 2017      Chairperson **R Thornton (Acting)**

Reviewed Date    28<sup>th</sup> November 2017

Chairperson **R Thornton**

Reviewed Date    23<sup>rd</sup> June 2020

Chairperson **M Causley**

Reviewed Date    26<sup>th</sup> March 2024

Presiding Member **A Coombridge**