



## **PROCEDURE:** Administration of Prescribed Medication

**UPDATED:** 2022

**REVIEWED BY:** Senior Executive

---

### **STATEMENT OF INTENT:**

Northlakes High School's Administration of Prescribed Medication complies with all Department of Education requirements.

<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/administering-medication>

### **APPLICABILITY:**

All students taking medication at school

### **DoE POLICY/PROCEDURE REFERENCE:**

### **DEFINITIONS:**

Medication: any pharmaceutical product, including aspirin, paracetamol, etc

### **RATIONALE:**

This Policy is intended to:

- Ensure all students receive the correct medication at the appropriate time, fully supervised by staff
- Ensure correct procedures are followed at documented time
- Ensure all medications are kept secured at all times.

### **PROCEDURES:**

- Parent/Guardian to complete a "Consent to Dispense Medication" form and sign.
- The completed form will be filed in the Medication Register kept in the front office.
- The medication is to be brought to the front office by the Parent/Guardian with the students name and dosage clearly marked.
- Students are NOT to carry the medication around in their bag or on them.
- The student is to come to the library's STUDENT HUB at the allocated time, where two staff will administer their medication.
- The student is to take the medication in front of the two staff members. The time, date and dosage is then noted and signed by a staff member.
- Any change of dosage or times is to be notified in writing as soon as possible.
- If the medication is changed, parents must collect the old medication from the front office. No old medication will be given to the student to take home.