ADMINISTRATION OF MEDICATION POLICY

1.0 SCHOOL COMMITMENT

Lindisfarne Anglican Grammar School recognises that students may need to take prescribed medications during School hours.

1.1 Management Priorities

- A parent or legal guardian must, in the first instance, make a written request to the School by use of the Student Medical Authority Form (no medication will be administered to a student unless this has been completed).
- The Head of School or Principal will authorise certain staff who will evaluate the Student Medical Authority Form and formulate any plan that needs to be actioned and to take the responsibility of administering the medication.
- Medicines will be kept in a secure locked place.
- The medication must be in the original container obtained from the pharmacist or medical practitioner.
- All unused/out of date medicines will be returned to parents. Parents will be informed by the staff member when medication is almost finished.

1.2 Instructions for the administration of the medication must:

- Be written on the container by the pharmacist at the medical practitioner’s direction.
- Indicate specific times at which medication is to be administered.
- Show the dosage and the patient’s name.
- Not be accepted solely from the parent to administer medication.

1.3 Other requirements

- Staff must not administer over the counter medications unless permission has been received from the Parents on the Student Medical Authority Form.
- Staff and parents will be informed about the Administration of Medication Policy. Staff will be trained in the administration of medication.
- Parents must be informed of the need to keep the School informed of any serious medical conditions their child may be suffering.
- Teachers will consider the administration of medication in their planning for School activities.
- Management plans will be developed for students who are required to take medications on a long-term basis.
- Procedures will be developed to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
- At no time should any medication provided for one student be administered to another student.
- Students are to be warned that sharing medication is not tolerated.
- Students are not to keep medication in their bags without the written consent of the Principal. (Asthma puffers are exempted).
- In the unlikely event that a child is administered the incorrect medication, the staff member will immediately call the NSW Poisons Information Centre (131126).
2.0 POLICY ADMINISTRATION

This Policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

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