



ADMINISTRATION AND STORAGE OF MEDICATION POLICY

Rationale

Students at school may require regular medication. Facilities and procedures are required to maintain safety with administration and storage.

Purposes

To provide administration and storage for students' medication during school.

Guidelines

1. All medication held in school medical cabinets has to be appropriately labelled with name of medicine dosage and name of student.
2. No medication can be given without appropriate authority of parent involved.
3. All medication will be stored in one of three designated and locked medical cabinets: in the central Sick Bay, Special Needs rooms and Experience Unit rooms.
4. For each medical cabinet only designated personnel have access: the Sick Bay Officer; the Special Needs Teacher or Experience Unit Teacher (or deputy as appropriate). Master keys will be held by the Authorised Medical person i.e. Person in charge of the Sick Bay.
5. The Principal will nominate a person to be responsible for each medicine cabinet.

Conclusion

Spotswood College will endeavour to administer and store medication to ensure safety for all involved.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 13 December, 2012

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____