



Lawrence Area School Administration of Medicine Policy

Rationale

From time to time school staff may be required to administer medication to children. The school should only be requested to administer medication during normal school hours when it is either not possible or impractical for a parent or caregiver to do so.

Purpose

To facilitate the administration of prescribed medicines to ensure that a child's health is not placed in jeopardy by school attendance.

Guidelines

- Before medication is administered the school will require written consent from the parent/caregiver.
- The first dose must **not** be given at school.
- The medication must be kept in the first aid cupboard, in the school's administration area.
- The exact dose of medication must be provided by the parent/caregiver to the school.
- The delegated person/s will administer the medication as requested by the parent/caregiver.
- All medication given must be recorded in the incident and accident register for pupils.

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