



## TURRAMURRA PUBLIC SCHOOL ADMINISTRATION OF MEDICATION

There are strict rules for the administration of medicine in school.

- Medication must be taken to the office. Children must **not** keep tablets or liquid medicine in school bags. Teaching staff will not store medicine in classrooms.
- For **short term** illnesses, it may be possible to give medication before and after school. Many medications are now available in a form which minimises or eliminates the need to provide students with medication during the school day.
- Only a prescribed dose is to be sent to school (no bottle of tablets or liquids are to be sent).
- The prescribed medicine needs to be in an appropriate container clearly labelled with the student's name, details of the medication and dosage.
- Office staff will administer medicine doses if the correct conditions are followed. The office staff has the right to withhold the administration of medicine if conditions are not met. The School Principal will be consulted at all times.
- If children are taking medicine on a **long term** basis (e.g. treatment for ADHD), it is a good idea to use small plastic containers with instructions taped on the outside. The instructions can always be changed as circumstances alter.
- Administrative staff will record date, time and dosage in a register.
- The school keeps asthma puffers for emergencies only. Some children may be able to administer their own medication and therefore keep puffers in school bags. Parents are asked to supply a puffer clearly labelled with student's name to be kept in the office.
- Children must be responsible for going to the office to take medication. The teaching and office staff will not be held responsible if a child fails to take his/her medication.

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### ADMINISTRATION OF MEDICATION FORM

I wish medication as described below to be administered to my child:

\_\_\_\_\_ Class \_\_\_\_\_  
(Please Print)

Reason/Medical Condition \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

Name \_\_\_\_\_ Phone No – Home \_\_\_\_\_  
Work \_\_\_\_\_

Description of Medication \_\_\_\_\_

Medicine \_\_\_\_\_

When to be taken \_\_\_\_\_ Casual/Regular

Dosage \_\_\_\_\_