

# **Policy: MEDICAL: Administration of Medicines by Teachers and Support Staff**

## **POLICY STATEMENT:**

**Management and administration of medicines is safe and correct at Hunterville School.**

## **DEFINITIONS:**

Drugs, medicines and medications - means anything administered including antibiotics, Paracetamol, Ritalin, allergy medication of all kinds, anything given for epilepsy, insulin, asthma inhalers, adrenaline or anything prescribed by a doctor.

## **REGULAR MEDICATION**

1. Medication sent to school by parents/caregivers will be administered according to written/phoned instructions by Office Manager/teaching staff.
2. Medications will be stored in the lockable cupboard in the Medical Room, or the uniform room fridge as appropriate.
3. The school will not administer medication that is past its use by date.
4. Any medications given is to be recorded in Medical Register in Medical Room.
5. Paracetamol will be given with parent/caregivers prior or phone consent.

**LAST REVIEWED Aug 2016**