

Policy and Procedures

Medication Policy

East Torrens Primary School will assist in the management of student medication in the following way:

- Provide a secure area to store the medication.
- Supervise students taking medication.
- Record medication taken.

Parents/carers will be required to meet the following conditions:

- Parent/carers must notify staff of any need of medication required during school times
- Medication Plan forms must be completed by the Doctor (or a print out from doctor's records) and be returned to office staff.
- Asthma Care Plan forms must be completed by the Doctor and returned to office staff.
- Supply medication in the original container.
- Medication details must be clearly written on the original container - ie. name of student / identify medication/information on dosage.
- Supply ONE week of medication and sign for the delivery.

Students will assist in the management of medication in the following way:

- Reporting to the office area at the set time.
- Taking medication in a responsible manner.

Ratified By Governing Council and Staff Term 1, 2013