

NARRAWEENA PUBLIC SCHOOL

MEDICATION ADMINISTRATION POLICY

From time to time students require medication to be administered during school time.

It is important for all members of the Narraweena School Community to be aware of the policy and procedures we have in place.

All medication must be brought to the administration block for safekeeping. Medication is not to be kept in the students' bags or classrooms.

The office staff will supervise the administration of the medication, but will not be responsible for ensuring the student comes to the office. It is therefore recommended that parents or caregivers also inform the class teacher that medication is required.

Before the administration of any medication, parents or caregivers must complete the accompanying slip.

PERMISSION TO ADMINISTER MEDICATION

I give permission for the staff at Narraweena Public School to administer the following medication:

Signed:

Parents's Name:

Date:

Child's Name: Class:

Medication:

Was this medication prescribed by a doctor? Yes/No

Dosage: Times of Administration:

Does the medication need to be stored in the fridge? Yes/No

Parent's Contact No. for today: