

Distribution of Medicine

Policy

The college will distribute student medicine on a scheduled basis in conjunction with a student health plan or one-off non-prescription Panadol if a student reports pain or headaches and approval has been given by the parent at enrolment.

Procedure – Scheduled Student Medicine

1. Parents are to provide a student health plan from a medical professional for students taking scheduled prescriptions. This plan is to be attached to the student's file.
2. The medicine will be stored in the school office. The medicine must be stored in its original container and be used within its expiry date.
3. The certified first aid staff member will administer the medicine at the required times.

Procedure – Issuing Panadol

1. Parents are required to notify the school on enrolment if they consent to their student receiving Panadol in the event of pain or a headache.
2. The medicine will be stored in the school office. The medicine must be stored in its original container and be used within its expiry date.
3. The certified first aid staff member will administer the medicine.
4. A record of the dosage is to be maintained in the school office and a notification to the parent is to be sent home on the day of the dosage.

Version

2.0

Review

2016 or as required