

MEDICATION STORAGE ADMINISTRATION PROCEDURE

REGULAR INTERVAL MEDICATIONS



PROVISION OF MEDICATION BY PARENTS:

- Parents are requested to complete the School Medication Form
- Parents must also provide the original medication packaging or a photocopy of the packaging showing all relevant details, including the child's name, dosage, and administration instructions
- Parents are required to provide medication in the correct dosage, organised in a pill dispenser clearly labelled Monday to Friday, as shown in the example below.



DELIVERY OF MEDICATION TO SCHOOL:

- Parents should deliver the medication directly to the school administration staff
- Upon receipt, administration staff will sign and acknowledge that the medication has been received.

STORAGE OF MEDICATION:

- Medication will be stored securely in a locked cabinet within the administration area
- Access to medication is restricted to authorised school staff only.

ADMINISTRATION OF MEDICATION:

- Medication will be administered according to the schedule provided
- Staff will record each dose administered in the child's medication log.

COMMUNICATION:

- Any missed doses or issues with medication will be communicated promptly to the **parent/guardian**
- Empty pill dispensers will be kept at the office for parent collection. A text message will be sent when medication needs replenishing.