



### Administration of medication

Any medication that a student requires should be given at home.

*If a student needs prescribed medication during the school day the following arrangements must be put in place:*

1. Parents/guardians will write a letter to the Principal requesting administration of medication. Such a letter will apply to the current school year and must be renewed from year to year if medication continues to be required.
2. The letter should contain the following essential information:
  - Child's full name and address
  - The name of the medication to be administered
  - The exact dosage and time of administration
  - The method of administration
  - Signature of parent/guardian
3. The medication must be given into the care of the principal/deputy principal to be kept in the office or staffroom fridge, as required.
4. A student may not under any circumstances have medication of any kind in their own possession in school.
5. It is the responsibility of parents/guardians to inform the principal in writing should there be any changes to the essential information identified at 2 above.