



Administering Medicine procedure

1. Medication may not be given without written parental consent and must be given with the supervision of a member of staff (this includes the use of a prescribed asthma inhaler).
2. Medication administration forms are used to record medication given to children. Forms are available from the office. When they are completed they are kept by the child's teacher if there is an ongoing course of medication, or by the office for administration in emergency situations. The medication forms record:
 - name of the *child*
 - name of the *medication*
 - *dosage* required and *time* at which medication should be administered
 - *signature of the parent* giving permission for medication to be administered
 - *signature of staff member* who administered medication
3. Parents may provide written long term consent in cases where a child requires regular long-term medication. This information is documented in the medication forms.
4. In case of emergency, medication may be administered by a medically qualified doctor or an ambulance officer. In cases where parents have made specific requests – for example not to administer tetanus – then this information will be passed on to the medical profession
5. The School and Kindergarten use some homoeopathic remedies such as arnica drops or rescue remedy. Parents provide consent for this at enrolment.
6. The School and Kindergarten has an emergency asthma inhaler for use when a child or member of staff is having an asthma attack. This will normally only be administered to a child after obtaining consent from their parent or caregiver. The inhaler is stored in the first aid box in the office.

Signed: _____

Dated: ____/____/____

Review Date: ____/____/____