

## **SUNSHINE COLLEGE SCHOOL MEDICATION POLICY**

### **RATIONALE**

Although the administration of medication to students is predominantly the responsibility of the parent, the administration of prescribed medication to students may be required during school hours in some circumstances.

### **GUIDELINES**

- Parent/Guardian to give written permission and communicate with Student Engagement and Wellbeing Leader the student's name, drug, dosage, time and reason for medication.
- Medication must be clearly labelled with student name and drug, direction of use and supplying pharmacy label.
- Medication must be stored in a secure lockable drawer/cabinet accessible by appropriate staff.
- A record must be kept to monitor when medication is given.
- Clear instructions must be given to staff who will be responsible for administering medication on school excursions and camps.