To ensure prescribed medication is administered in a manner that protects both staff and children, the following procedures will be followed.

**Consent**
- Parental consent and requests will be obtained on all occasions;
- The request will be recently dated.
- A separate consent for every medication will be obtained;

**Responsibility**
- The Principal, after consultation with fellow staff will nominate at least two staff members to be responsible for administration of medication;
- These two staff members are Kathy Buckley and Ann McCosker
- These people are responsible for finding the student, taking them to the place of administration with necessary equipment: light, medication cups, clean sink water, drinking vessel;
- Place of administration will be school office area.
- Medication must be available whenever required whether on school grounds or excursions, sports days, camps;

**Administration**
- All staff administering prescription drugs in school require completion of Self-learning package from St John Ambulance Australia NSW;
- At least 1 staff member accompanying excursions;
- Parents need to supply appropriate equipment for administration, such as medication measures;
- Administer strictly as per instructions on packaging and request form;
- If a discrepancy in administration details occur, contact with the parent/guardian will need to be attended prior to administration to rectify instructions;
- ALWAYS check dosage, name and expiry date on packaging;

**Records**
- Document administration details on medication register at time of administration;
- Medication register will be kept in the school office.

**Storage**
- Medications must be supplied in a sealed container, clearly marked with student’s name, drug name, dosage, frequency of administration and prescribing doctor’s name;
- Student’s individual medications will be kept in the school office area.