

ADMINISTRATION OF MEDICATION POLICY



This policy relates to the administration of medication to students at Sheldon College.

Prescription Medication

All medication **must** be in the original box or container and have a pharmacist's label on it. The label must contain the following information:

1. Name of medication
2. Use by date of the medication
3. Name of the medical practitioner prescribing the medication
4. Name of the student
5. Dosage
6. Frequency of administration

Non Prescription / Over the counter medication

Sheldon College is not permitted by law to administer "over the counter medication" to students. If an "over the counter medication" is required for a medical condition the following procedure should be followed:

If your child suffers from a particular condition and over the counter medication is required, a letter to the College from a General Practitioner detailing the specific condition, the medication to be taken and the dosage to be administered will need to be submitted to the Director of Student Services.

1. All medication needs to have pharmacist's label on it. The label must contain the name of the student and the exact dosage.
2. Parents must complete an Administration of Medication form. These forms are available from Student Services or on the Sheldon College Website. This form and the Dr's letter must accompany the medication.
3. Medications and Administration of Medical forms must both be brought to Student Services by an adult.

Other Information

- Students must not keep medication on them or in their school bags.
- It is a parental responsibility to keep a record of the expiry dates of their child's medication. Student Services staff are not responsible for checking the expiry dates on medications.
- **Herbal preparations will not be administered at any time.**
- **Over the counter medication includes Paracetamol, Aspirin, Nurofen etc**

We thank you in anticipation of your assistance with the above.