

Administering Medication Protocol

1. Purpose:

This protocol aims to ensure the safe administration and management of medications for students attending Holland International School. It outlines the procedures for administering medications on school premises and emphasizes the importance of collaboration between school staff, parents/guardians, and healthcare providers to safeguard the health and well-being of students.

2. Scope:

This policy applies to all students enrolled at Holland International School who require medication during school hours or school-sponsored activities.

3. Administration of Medications:

- Only prescribed medications will be administered to students on a regular basis.
- Prescription medications must be provided in their original pharmacy-labeled containers, clearly indicating the student's name, medication name, dosage, frequency, and prescribing healthcare provider.
- All medications will be stored securely and administered by authorised school personnel
- All medications given will be signed for by the administering member of staff, on the printed 'regular medication sign-off sheet' kept in the folder in the Medicine cupboard.
- Any students with short-term medications such as antibiotics must be added to the sign-off sheet and signed for after administration by the administering member of staff.
- Emergency medications such as epinephrine auto-injectors and asthma inhalers may be self-administered by students where appropriate, with authorisation from parents/guardians and healthcare providers and overseen by authorised members of staff.
- Over-the-counter medication such as antihistamine or panadol can only be administered on an ad hoc basis to children, with verbal consent from parents given at the time of administration.
- If medication is given on an ad hoc basis, the "Information sheet for sick or injured children going home" must be filled out by the administering member of staff including symptoms, time of

administration, dosage and confirmation of consent. This should be sent home with the child and logged in the "First aid students" spreadsheet in the health drive.

4. Parent/Guardian Responsibilities:

- Parents/guardians are responsible for providing the school with accurate and up-to-date information regarding their child's medical conditions, allergies, and prescribed medications.
- Written authorisation from parents/guardians is required for the administration of medications during school hours. This authorisation should include details of the medication, dosage, and administration instructions. This includes long and short-term medications.
- Parents/guardians must inform the school of any changes to their child's medication or health status.

5. Communication and Documentation:

- Communication between school staff, parents/guardians, and healthcare providers is essential for effective medication management.
- Administering staff members will be responsible for maintaining records of all medications administered to students, including the date, time, dosage, and any observed side effects or adverse reactions.
- Any incidents involving medication errors or adverse reactions will be promptly reported to parents/guardians and appropriate school administrators.

6. Emergency Procedures:

- In the event of a medical emergency requiring the administration of medication, school staff will follow established emergency protocols and contact emergency services as necessary.
- Emergency contact information for students will be kept on file and easily accessible to school staff at all times.

7. Training and Education:

- School personnel responsible for administering medications will receive appropriate training in medication administration, including recognition of common medications, dosage calculations, and emergency procedures.

- Training will be provided regularly to ensure staff members are up-to-date with current practices and protocols.

8. Confidentiality:

- All information regarding students' medical conditions and medications will be treated as confidential and shared only with authorised individuals on a need-to-know basis.

9. Review and Revision:

- This medication policy will be reviewed annually and revised as necessary to reflect changes in legislation, best practices, or the school community's needs.
- Feedback from parents/guardians, healthcare providers, and school staff will be solicited to ensure the policy remains relevant and effective.