

First aid and medication at school

The only medication that should be administered at the school will be prescribed medication. Before medication can be administered, parents or guardians must first fill in the appropriate request form which is available at the office.

At Belgian Gardens, regular medication is administered as prescribed. Medication should only be administered from containers or packets which have written instructions. Parents are asked not to send along single tablets. All medications (except asthma sprays, if the child is capable of self-administration) that are to be administered by the school's administration office staff are kept in a secure place. All un-issued medication is to be collected by the parents.

Non-prescribed oral medications (such as analgesics and over the counter medication) will not be administered. Also, no intravenous injections or rectal medication will be administered. An official register for the administration of medication is kept and is completed by the administration officer immediately after the medication is administered. A written request by the parent or guardian for the administration of medication must be held and kept in the register as this represents the agreement between the parties.

Office staff and first aid duty staff can only give band aids; apply ice or saline solution to a student. Antiseptic cream or other medications cannot be administered unless a medication form has been completed and signed by the parent/carer and the principal. Any parent/carer wishing for their child to have medication at school should be sent to the office to complete the relevant paperwork. Medication must come in the original package / bottle and have a chemist label, which clearly states the child's name and the dosage required.

Parents/carers will only be phoned if students have a head injury or serious injury (as detailed above) or if administration and first aid duty officers determine, after observation that the child is too ill to remain at school.

Duty officers and administration are not medical practitioners and do not diagnose students. Decisions are made based on observable symptoms and information that children describe.