



MEDICATION

POLICY

Preamble/Rationale:

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

Purpose:

To ensure the medications are administered appropriately to students in our care.

Implementation:

1. Children who are unwell should not attend school.
2. The Class Teacher is staff member responsible for administering prescribed medications to children.
3. Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff.
4. All parent requests for the Class teacher to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist's including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
5. All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Assistant Principal, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
6. All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented.
7. All Medication must be stored in either the locked cupboard or office refrigerator, whichever is most appropriate.
8. Consistent with our Asthma policy, students who provide written parent permission supported by approval of the principal may carry an asthma inhaler with them.
9. Classroom teachers will note in their Medication Register when medication is being administered.
10. All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded and will be collected at the end of year for storage.
11. Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
12. Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.
13. Parent with children requiring medication on a long term basis need to fill out the Medication request form.
14. An Administration of Medication Register/Log is to be kept in classrooms.

To be read with the Companion documents:

- Asthma policy
- Anaphylaxis policy

This policy was ratified by School Council Meeting in 2008
This policy will be reviewed in 2011