



MEDICATION POLICY

Rationale:

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

Aims:

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

Implementation:

- Children who are unwell should not attend school.
- Staff members responsible for administering prescribed medications to children will have level 3 or level 2 first aid training.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff without written permission from parents/ guardians.
- All parent requests 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).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the first aid officer, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the first aid officer to seek further written clarification from the parents.
- All student medications must be in the original containers, must be labelled, and must be stored in either the locked first aid cabinet or first aid refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the first aid officer with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the first aid officer of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school first aid room and receive their medications from the first aid officer on duty.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in medications register located in the school first aid room. 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 in the official medications register. This will be returned to the official medications register on return of the excursion to school.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.

Evaluation:

This policy will be reviewed as part of the school's four year policy review cycle. (Ratified: Dec 2012)

MEDICATION REQUEST FORM

DATE:

PARENT'S NAME:

ADDRESS:

TELEPHONE:

(Business Hours)

Dear Principal,

I request that my child _____ be administered the following medication
(Child's Name)
whilst at school, as prescribed by the child's medical practitioner.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME/S of MEDICATION:

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

(Parent Signature)