



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.
- The First Aid Administrator has agreed to be the staff member responsible for administering prescribed medications to children.
- A loose-leaf Medication Register is kept in the first aid room with records of students treated each day, detailing time, name, condition and medication administered. This is signed by attending First Aid Officer.
- Medication must be clearly labelled and given to the First Aid Administrator.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff without a signed request authority from parent/guardian with clear administration instructions and must supply labelled medication.
- All parent requests for the First Aid Administrator 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 Principal, 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 Principal to seek further written clarification from the parents.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- Students who provide written parent/guardian permission supported may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Principal of prescribed medications for students in their charge, and classroom teachers will release students at prescribed

times so that they may visit the school office and receive their medications from the First Aid Administrator.

- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded on the School Administration System (SAS) and in student's locked student file. For medication for the treatment of autism/aspergers etc, copy of medical advice is also kept in secured file in Additional Needs office.
- 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.
- 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 three-year review cycle.

Verified by the School Leadership Team in February, 2016