



Medication Policy

Rationale:

Staff 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, and ensures the safety and privacy of all students, and fulfils the staff's legal duty of care.

Aims:

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

Implementation:

- Children who are unwell should not attend school.
- The school will not administer or supply analgesics (pain relievers) unless directed by parents as part of an agreed medical management plan.
- All parent requests for the administration of 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 including the name of the student, dosage and time to be administered (original medication's 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 parent/carer and doctor.
- All student medications must be in the original containers or dosage box and clearly labelled. The quantity of medication must be confirmed and documented and be stored in either the office or office refrigerator, whichever is appropriate.
- Consistent with our Asthma Policy, students who provide the school with written parent permission, supported by approval of the Principal, may carry an asthma inhaler with them.
- Classroom teachers and casual relief teachers will be informed by the office of prescribed medications for students in their charge, and teachers will release students at prescribed times so that they may visit the school office for the administration of their medication.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administration will be kept and recorded in a confidential medications register located in the school office.

- Students involved in excursions or school camps will be administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on the official medications register.
- Parents/carers of students who may require injections or suppositories are required to meet with the principal to discuss the matter, to determine an appropriate medical management plan.

Review Cycle and Evaluation:

This policy will be reviewed as part of the school's three year review cycle

Ratified by School Council: May 2020

Next review: July 2023