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.

Aim:
- To ensure all medications are administered appropriately to students in our care.

Implementation:
- Children who are unwell should not attend school.
- Staff rostered on to do sick bay are the staff members responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff unless written authorisation has been provided by parent.
- All parent requests for prescribed medications to be administered to their child must be in writing; either on the form provided or a hand written note 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 medications bottle or container should provide this information).
- All student medications must be in the original containers, must be labelled, must have the quantity confirmed and documented, and must be stored in either the locked office first aid cabinet or staff room refrigerator, whichever is more appropriate.
- Consistent with our Asthma policy, students are allowed to carry an asthma inhaler with them.
- Classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications.
- A medication log showing details relating to students, their prescribed medication, dosage and time of administering will be kept and recorded in a confidential official register located in the sick bay. The details will be completed by the attending staff member in the presence of, and confirmed by, a second staff member.
- The attending staff member will initial the original ‘Medication Request Form’ and return form to parents via the orange basket.
- Students involved in school camps or excursions will be discreetly administered 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 who may require injections are required to meet with the principal to discuss the matter.
- Parents are asked to keep the school informed of any changes to their child’s medical history.
Other related policies:

- Asthma
- Anaphylaxis
- Diabetes

Evaluation:

This policy will be reviewed as part of the school’s review cycle.
This policy was developed by Leadership team
This policy was ratified by P.A.C. in
This policy will be reviewed in

July 2004
June 2011
June 2014
Dear Principal,

I request that my child ________________________ be administered the following medication whilst at school, as prescribed by the child’s medical practitioner.

**NAME of MEDICATION:**

**DOSAGE (AMOUNT):**

**TIME:**

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

Yours sincerely

(Parent Signature)