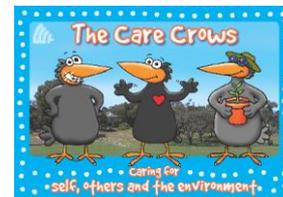




MEDICATION POLICY



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 Principal and Office Staff are the staff members designated for administering prescribed medications to children.
- Non-prescribed oral medications (e.g. head-ache tablets) will not be administered by school staff.
- All parent requests for the designated staff 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).
- Requests for prescribed medications to be administered by the school '*as needed*' will cause the designated staff to seek further written clarification from the parents. Parents must clearly define "*as needed*" in writing, giving details of dosage size, number of times during the day and symptoms which will prompt an "as- needed" administration of medication. Without such details the school will not administer medication.
- 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 safe or staff room refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the School Office with written parent permission supported by approval of the Principal may carry an asthma inhaler with them. Use of inhalers must be recorded by the designated staff.
- Classroom teachers will be informed 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 designated staff.
- 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 a confidential official loose-leaf Medications Register located in the school office by designated staff. A copy of this will be sent home with the child each day.
- 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.

This policy was last ratified by School Council in....

October 2014

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)

OFFICE USE ONLY:

Medication received (Signed)

..... (Name of Designated Staff Member)

at (Time and Date)