

Medication Policy

Rationale:

Teachers and schools are often asked by parents/carers and or medical professionals to administer medication for their children while at school. It is important that 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 administration staff are responsible for administering prescribed medications to children.
- All medication will be administered by a staff member and confirmed by a second staff member.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff without written parental permission.
- All parental requests for the school to administer prescribed medications to their child must be in writing on the medical authority 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 non-prescribed medications whilst at school must be directed to the Principal, who in turn, will seek a meeting or discussion with parents/carers to confirm details of the request, and to outline school staff responsibilities.
- 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.

- Consistent with our Asthma policy, students who provide the Principal with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- 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.
- Where appropriate, students will be escorted by an education support (ES) staff member to the general office for their medication.
- The medication administration log will be filled out and signed by two staff members at the time of the medication being administered. This log will remain in the school and archived at the end of each year.
- 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 register located in the school office by the administration staff in the presence of, and confirmed by, a second staff member.
- A delegated staff member will regularly check expiry dates on medication(s) and contact parents/cares to notify them if the medication stocks are low and or expired.
- 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 the medication administration form.
- Students who require medication on camp, must have a completed and signed medication administration form by parents/carers.
- 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 every 3 years or more often if necessary due to changes in regulations or circumstances.

Ratified by School Council: _____

Review Date: _____

School Council President

Jackson School Principal