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 request is 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.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff.
- All parent requests for prescribed medications to be administered 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.
- 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 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 and receive their medications.
- 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 medication register located in the school office by the Assistant Principal in the presence of, and confirmed by, a second staff member.
- 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.
Dear Principal,

I request that my child ________________________ (Child’s Name) 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’s Signature)