



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 the medications are administered appropriately to students in our care.

IMPLEMENTATION

- Children who are unwell should not attend school.
- Sick Bay Duty Staff have agreed to be the staff member responsible for administering prescribed medications to children.
- Any medications (including: headache tablets, herbal) will not be administered by school staff without written permission.
- All parent requests for 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, 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 followed up written confirmation with details of the request and outlining school staff responsibilities.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Sick Bay Duty Staff to seek further written clarification from the parents.
- 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 cabinet or first aid refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the office with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Sick Bay Duty Staff of prescribed medications for students in their charge. Classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Sick Bay Duty 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 the Sick Bay Duty Staff in the presence of, and confirmed by, a second staff member.
- Students involved in school camps or excursions will be 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.

Related Policies: Student Welfare/First Aid
Medication

This policy was last ratified by School Council in July, 2006.