

# 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.
- No verbal requests for the administration of medication will be undertaken by staff
- All staff member can administer prescribed medications to children and will complete a student medication form.
- All parental/ guardian requests for the administration of prescribed and 'over the counter' medication (such topical creams) must be accompanied by a completed '*notification of medication*' form and handed into the office with the medication
- All student medications must be in the original containers, must be labelled with name of the student, dosage and time of administration. The quantity of tablets must be confirmed and documented, and the medication must be stored in either the locked office, the first aid cabinet or office refrigerator, whichever is most appropriate.
- Parents/ guardians must inform the Classroom teachers 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 an available staff member
- The administration of prescribed medication for asthma/ anaphylaxis management will follow the personal management plan of the concerned student
- It is the parents'/ guardian's responsibility to ensure all medications and asthma/ anaphylaxis management plans are kept up to date and a copy of the required management plans are given to the school
- All completed '*Notification of Medication*' and '*student medication*' 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 1<sup>st</sup> Aid room
- 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 11<sup>th</sup> August 2011**





# NOTIFICATION OF MEDICATION

I herby request that the following medication be administered to my child:

Name:..... Grade.....

Name of Medication.....

Dosage of Medication.....

Time/s of Medication to be given.....

Other details.....

**PLEASE NOTE:**

- A. All medication **must** be in the original packet/ container with the name and dosage on it from the chemist
- B. Children **must not** carry medication in their bag. Medication must come to the office.

Name of Parent/ Guardian

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(please print)

Signature of Parent/ Guardian

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Date .....

<p><i>Office Use</i></p> <p>Received by .....</p> <p>Date .....</p>
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