



## 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.

### Aim

To ensure the medications are administered appropriately to students in our care.

### Implementation

- Children who are unwell should not attend school.
- The school office administration team are responsible for administering prescribed medications to children unless other arrangements are in place.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff without a Medication Request Form.
- 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 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 filing cabinet in the classroom or Staff room refrigerator, whichever is most appropriate.
- All Asthma inhalers should be marked with the child's name.
- 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 and a copy will be held in each classroom.
- 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.
- Parents/carers of children who may require injections are required to meet with the Principal to discuss the matter.

### Evaluation

This policy will be reviewed in line with the School's Review cycle or as required.