

MEDICATIONS

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:

1. Students who are unwell should not attend school.
2. 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 instructions –eg: dosage and time to be administered.
3. All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept in the Medication Register in the front office under the fax machine.
4. All student medications must be in an appropriately labelled container, with the quantity of tablets confirmed and documented.
5. Medication will be stored in the Business Managers office in the ‘Purple Medication Box’ in a secure cupboard.
6. Classroom teachers will be informed of prescribed medications for students in their charge.
7. Students will be released at the specific times to visit the school office and receive their medication.
8. A First Aid trained staff member will be responsible for administering prescribed medications to students and a record of given medications will be noted in the ‘First Aid Book’ in the Sick Bay and co-signed by another staff member
9. Requests for prescribed/non prescribed medications to be administered ‘as needed’ must be accompanied by written clarification from the parents.
10. Consistent with our Asthma policy, students with Asthma should carry an Asthma Puffer with them at all times. A spare inhaler can be left in the Sick Bay in an appropriately labelled container with a copy of their Asthma Plan.
11. Students involved in school camps or excursions will have their prescribed medications administered by the ‘Teacher in Charge’ in a manner consistent with the above procedures.
12. 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.

MEDICATION REQUEST FORM

DATE:

PARENT's NAME:

ADDRESS:

TELEPHONE:
(Business Hours)

Dear Principal,

I request that my child _____ be administered the following medication

(Child's Name)

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 Signature)