



Medication

Policy

Policy review team members: Pauline Collins and Bev Harvey

This policy was last ratified by School Council on 27/7/15 TBC

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.
- Encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.
- The First Aid Officer is the staff member responsible for administering prescribed medications to children. Good practice is to have two staff members supervising the administration of medication and the checking of information noted on the medication log.
- Non-prescribed oral medications (eg: headache tablets) will only be administered by First Aid Officer. The medication is to be supplied by the parent and a Medication Authority form completed with parent permission to administer the medication.
- All parent requests for the First Aid Officer to administer prescribed medications to their child must be in writing on the Medication Authority 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 medication that is brought to school must be taken to the First Aid Officer and with a completed medication authority form.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the First Aid Officer 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 first aid cabinet or refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the First Aid Officer with written parent permission supported by approval of the Principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the First Aid Officer of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the First Aid room and receive their medications from the First Aid Officer. Exceptions will be made for long term daily medication that is administered to children with conditions such as ADHD. This can be administered by teachers and a record kept.
- All completed Medication Authority forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept in the First Aid room.
- Students involved in school camps or excursions will have prescribed medications administered by the First Aid Officer in a manner consistent with the above procedures.
- Parents/carers of students that may require injections are required to meet with the First Aid Officer and Assistant Principal to discuss the matter.

Evaluation:

This policy will be reviewed as part of MEPS two –year review cycle in August 2015, 2017

