



Medication Policy

Distribution of medication policy and procedures

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 fulfills 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.
- Education Support and Principal Class Officers have agreed to be the staff members responsible for administering prescribed medications to children with medical plans.
- All parents requests to administer prescribed medications to their child must be in writing on the Medical Authority Form (appendix 1) and must be supported by specific written instruction from the medical practitioner 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 labeled, must have the quantity of tablets confirmed and documented, and must be stored in the security room or staff refrigerator, whichever is most appropriate.
- Classroom teachers will be informed by Education Support and Principal Class Officers 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.
- 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 office. (Appendix 2)
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the nominated person 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 or camp to school.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or earlier if circumstances deem it necessary.

Prepared by	Martene Matthews
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	August 2015
Responsible for Review	Principal
Review Date	August 2018
References	DEECD