



Medication Policy

PURPOSE

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, and ensures the safety and privacy of all students and staff, and fulfils the legal duty of care of staff. It is essential to ensure that required medications are administered appropriately to students in our care.

IMPLEMENTATION

- Students who are unwell should not attend school.
- If a student becomes unwell during class time, teachers are required to notify the Office by intercom phone and then send the student accompanied to the office if the staff member considers that the student should be sent home. The parent/carer will be contacted to collect their child.
- School will not administer or supply analgesics (pain relievers) unless directed in writing by parents.
- All parent requests for the administration of 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's 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 or dosette box and clearly labelled. The quantity of medication must be confirmed and documented and be stored in either the locked office cabinet or staff refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the school with written parent permission may carry an asthma inhaler with them.
- Homegroup teachers and casual relief teachers must be informed of prescribed medications for students in their charge, and teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Principal or designated officer.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept in the Office and archived by the school.
- Students involved in excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter, to determine an appropriate medical management plan.



MEDICAL MANAGEMENT PLAN

CHILD'S NAME: _____

HOMEGROUP: _____

DATE: _____

PARENT'S / CARER'S NAME: _____

TELEPHONE: (Business Hours) Mobile: _____

Dear _____ (Teacher's name)

I request that my child _____ be administered the following medication whilst at school.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME:

I have sent the medication in the original container displaying the instructions provided by the pharmacist and or medical practitioner.

Yours sincerely

_____ (Parent / Carer Signature)