

# 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.

## **Aims:**

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

## **Implementation:**

- Children who are unwell should not attend school.
- The Assistant Principal/Coordinator/Class teacher (as applicable) has agreed to be the staff member responsible for administering prescribed medications to children.
- Non-prescribed oral medications (e.g. head-ache tablets) will not be administered by school staff.
- All parent requests 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's including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- Anaphylactic Medication Plan with a current photo of student **MUST** be signed off by student's medical practitioner and update biannually.
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Assistant Principal/Coordinator, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Assistant Principal 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 locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the Assistant Principal/Coordinator with written parent permission supported by approval of the principal or nominee may carry an asthma inhaler with them.
- Classroom teachers will be informed of prescribed medications for students in their charge and they will document administration of individual student's medication at prescribed times.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded and located in student's file in the administration office. Documentation entered on to CASES.
- 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, with all details recorded.
- Parents/carers of students that may require injections are required to meet with the principal or nominee to discuss the matter.

## **Evaluation:**

- This policy will be reviewed as part of the school's four-year review cycle.

Emerson School Council last ratified this policy in

**August 2014**

## 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. (If multiple medications are to be administered please include relevant information)

**NAME of MEDICATION:**

**DOSAGE (AMOUNT):**

**TIME/S of MEDICATION:**

I have sent the medication/s in the original container/s displaying the instructions provided by the pharmacist.

Yours sincerely

\_\_\_\_\_  
(Parent/Carer Signature)