MEDICATION POLICY

Rationale:
- Teachers and schools are often asked by parents to administer medication for their child/ren while at school. It is important that such requests are managed in a manner that is appropriate to ensure 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 administration/office staff or teacher on Sick Bay duty will be the staff responsible for administering prescribed medications to children.
- Non-prescribed oral medications (e.g., headache tablets) will only be administered by school staff if sent in with specific written instructions from parents.
- 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 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).
- Requests for prescribed medications to be administered by the school ‘as needed’ will cause the staff 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 sick bay refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students should carry an asthma inhaler with them.
- No medication is to be kept in the classroom.
- Parents must take medication to the office. Classroom teachers will release students at prescribed times so that they may visit the sick bay 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 by the administration staff, in a confidential official loose-leaf medication register located in the sick bay.
- 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 on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- Parents/carers of students with other special requirements must make prior arrangements with the principal in consultation with the classroom teacher.

Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Education Board in. February, 2011
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

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(Parent Signature)

References:  SOTF Reference Guide 4.5.2 Students and Medication