

10 DISTRIBUTION OF MEDICATION POLICY

RATIONALE:

- 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.

AIM:

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

IMPLEMENTATION:

- Children who are unwell should not attend school.
- All parent requests for the Designated Staff Member to administer prescribed and non prescribed medications to their child must be in writing on the form provided at the office 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 student medications must be in the original containers within the use by date, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the first aid room or refrigerator, whichever is most appropriate.
- 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 school office by the Designated Staff Member in the presence of, and confirmed by, a second staff member.
- No verbal request for children to be administered prescribed medications whilst at school will be accepted
- Non-prescribed oral medications (eg: headache tablets) will not be provided by school staff.
- Classroom teachers will be informed by the Designated Staff Member of prescribed medications for students in their charge and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Designated Staff Member.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Designated Staff Member to seek further written clarification from the parents. This includes asthma reliever medications.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.
- 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.
- A Designated Staff Member will be responsible for administering prescribed medications to children.

EVALUATION:

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

This policy was last ratified by School Council in February 2015.

Name of School Council President: Nicholas Bliss