



SANDRINGHAM EAST PRIMARY SCHOOL 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.
- To ensure that all staff are aware of the school's policy for administering medications.

Implementation:

- Children who are unwell should not attend school.
- The Principal will delegate an appropriate staff member to administer prescribed medications to children after sighting the parent permission.
- Non-prescribed oral medications (eg: 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).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Principal / Assistant Principal, 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 require a teacher to inform the Principal / 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 a locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students with written parent permission supported by approval of the Principal may carry an asthma inhaler with them.
- Classroom teachers will be informed of prescribed medications for students in their charge, and delegated teachers will medicate students 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 in a student's file as well as in a confidential medications register located in the school office by the Principal / Assistant Principal in the presence of, and confirmed by, a second staff member.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the delegated 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded in the official medications register.

Completed pages will be returned to the official medications register on return of the excursion to school.

- Parents who have Students who require special medical attention will be asked to accompany their child at camps and/or excursions
- Parents/carers of students that may require injections are required to meet with the Principal to discuss how this could be administered.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.
- Any DET updates will be added as required.

Approved by School Council March 2015