

## Student Medication Policy

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### Rationale:

Staff are often asked by parents/carers to administer medication to their child 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.
- An agreed staff member will be responsible for administering prescribed medications to students.
- Non-prescribed oral medications (eg: headache tablets) will not be administered by school staff without the express written permission of parent/carer. **Verbal permission will only be accepted where written permission is already on record at the school.**
- All parent/carer requests for school 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, including the name of the student, dosage and time to be administered (original medication bottle or container should provide this information).
- Requests for prescribed medications to be administered by the school 'as needed' will cause the school to seek further written clarification from the parents and medical practitioners.
- All student medications must be in the original containers, must be labelled and must be given to the school to be stored in a locked medication safe.
- Classroom teachers will be informed of prescribed medications for students in their charge and classroom teachers will release students at prescribed times so that they may receive their medications.
- All completed Medication Management Plans and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official medications register located in the school office.
- Medication for school excursions will be dispensed in advance upon receipt of a completed "Request For Advance Dispensation Of Student Medication" form from the relevant teacher. The medication will then be set aside for the teacher to collect at time of departure from the school on that excursion.
- Students involved in school camps and excursions will be administered prescribed medications by the "Staff Member in Charge" in accordance with the camp medication checklist.
- Parents/Carers of students who may require injections are required to meet with the principal to discuss the matter.