

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 teachers' and school leaderships' duty of care.

Aims

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

Implementation:

- The Office Staff will be responsible for administering medication to children.
- Parent should make arrangements to ensure the safe delivery and collection of their child's medication from the Office.
- All medications, prescribed or not, must be in their original containers and be clearly labelled with the child's name and required dosage to be administered by the office staff via a medication request form.
- Medications will be stored appropriately in either a locked first aid cabinet in the sick bay or in the Office refrigerator.
- All parent requests for the school to administer medication to their child must be accompanied by the School's Medication Request Form.
- The original Medication Request Form will be placed in the school's Medication Register and a copy will be given to the class teacher.
- The class teacher will ensure that the child is sent to the Office at the required time so the medication can be administered.
- Consistent with our Asthma Policy, students may carry an inhaler with them.
- The school will keep a spare inhaler at the Office.
- Students with Asthma, Insulin or Epipen requirements will have an individual management plan to suit their specific requirements.
- Students participating in excursions will have their medication administered by the class teacher. Teachers are to collect the medication and Medication Request Forms from the office prior to the excursion and return it immediately on their return.
- Administration of medication whilst students are on camp will be the responsibility of the teacher in charge of medication.
- The School's Medication Request Forms are to be used for students attending camp. Completed forms and medication should be handed to the appropriate teacher prior to departure

Renewal and Approval:

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