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.

Implementation:
- Children who are unwell should not attend school.
- The Principal will nominate a member of staff to be responsible for administering prescribed medications to children.
- Non-prescribed oral medications (e.g., head-ache tablets) will not be administered by school staff.
- All parent requests for the administration of 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 student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored securely.
- Teachers will be informed of the names of students who may need to be released from class to receive medication at the school office.
- 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 register located in the school office.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.

Evaluation:
This policy will be reviewed as part of the school’s three-year review cycle.
This policy was last ratified by School Council on: