



# Medication

Last ratified by School Council: 17<sup>th</sup> June, 2014

## 1. VISION

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

## 2. ACTION

- a) Children who are unwell should not attend school.
- b) A designated staff member will be responsible for administering prescribed medications to children.
- c) Non-prescribed oral medications (eg: head-ache tablets) will only be administered by the school with written parental permission clearly stating the medication and it's dosage.
- d) All parent requests for the designated staff member to administer prescribed medications to their child must be in writing 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).
- e) All written requests for children to be administered prescribed medications whilst at school must be directed to a designated staff member.
- f) 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 the locked office, first aid cabinet or refrigerator, whichever is most appropriate.
- g) 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 medication register located in the school office.
- h) 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 in the official medications register. Completed pages will be returned to the medications register on return of the excursion to school.
- i) If a student requires an Asthma inhaler they may carry it with them as required.
- j) Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.

## 3. REVIEW

The *Medication Policy* will be reviewed regularly, as part of the school's policy review process.