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.

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

IMPLEMENTATION
- Children who are unwell should not attend school.
- The Education Support (ES) staff have agreed to be the staff members responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff unless parents have given written consent and the school has verbal consent on the day to ensure previous doses have not been administered.
- All parent requests to administer prescribed medications to their child must be in writing preferably on the form provided and must be supported by specific written instructions from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information). Parents must bring the medication to the office and hand it to office staff.
- All student medications should be in the original containers, must be labelled, must have the quantity of dosage confirmed and documented and must be stored in the sick bay.
- Requests for medications to be administered by the school ‘as needed’ will entail ES staff to ring parents to seek consent.
- Students may carry an asthma inhaler with them (refer to Asthma policy).
- Classroom teachers will be informed by the office staff of prescribed medications for students in their charge. Classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the office staff. Student in Years 3-6 will be encouraged to take responsibility for coming down to the sick bay to receive their medication. Staff will do their upmost to administer medication as requested but sometimes due to unforeseen circumstances it may be missed.
- All completed Medical 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 folder. Medication is required to be kept in a locked cabinet in the school sick bay (except for an EpiPen®, diabetes and asthma medication).
- Students involved in school camps or excursions will be administered prescribed medications by a designated staff member in a manner consistent with the above procedures, with relevant forms completed. Completed pages will be returned to the official medications register on return of the excursion to school.
- Parents/carers of students that may require injections are required to meet with the school to discuss the matter.

EVALUATION
This policy will be reviewed as part of the schools multi year review cycle.

| This policy was ratified by School Council on 25th August 2014 |
| This policy is due for review in 2015 |