



MEDICATION POLICY

Basic Belief

That the administering of medication at school, at the request of parents, is managed in a manner that is appropriate, ensures the safety of students and fulfils the duty of care of staff.

Goals

To ensure that medications are administered appropriately and safely to students in our care.

Guidelines

- Children who are unwell should not attend school.
- The Sickbay Officer is the staff member responsible for administering prescribed medications to children. In their absence, a staff member will be assigned to dispense prescribed medications.
- Non-prescribed oral medications (eg: headache tablets, cough mixture, antihistamines) as well as creams, ear drops or eye drops will not be administered by school staff.
- All parent requests for the Sickbay Officer to administer prescribed medications to their child must be in writing on the Medication Request proforma available from the Administration Office and must be supported by specific written instructions from the medical practitioner including the name of the student and dosage to be administered (original medications bottle or container should provide this information). If necessary the Sick Bay Officer will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- All student medications should be in a container, labelled, with the name of the student, the name of the medication and the dose to be given. The quantity of tablets must be confirmed and documented, and the medication must be stored in either the locked first aid cabinet or staffroom refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who have provided the Sickbay Officer with a completed and signed Asthma Management Plan may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Sickbay Officer of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Sickbay Officer.
- All completed Medication Request Proformas will be kept in the Medication Register located in Sickbay.

- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' of First Aid in a manner consistent with the above procedures, with all details recorded on Camp Medication Proformas.
- Parents/carers of students who may require injections are required to meet with the principal to discuss the matter.

Responsibility for Implementation

The Student Wellbeing Team will be responsible for implementation and continuous monitoring of the policy. This will be supported by the First Aid Officer and Business Manager as required.

Date Passed by School Council

The Medication Policy was passed by School Council on 3rd August 2015.

Proposed Date of Review

The School Wellbeing Sub- Committee will be responsible for coordinating and planning the review of the Medication policy, under the auspices of School Council. The review period will be three years from the policy being passed by School Council.