



Growing together,
Learning forever!

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.

Aim:

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

Definition: MEDICATION includes but is not limited to eye drops, cough mixture, asthma medication and topical creams. Medication includes all prescriptions, over the counter medications and supermarket purchased medications including herbal drugs.

Implementation:

- Children who are unwell should not attend school.
- Medications will not be administered by staff without the accompanying written information from the parent. The note needs to include:
 - The child's name, the dose required and the time of the dose.
 - Storage instructions for the medication. (ie: does it need to be kept cool?)
 - Note to signed by the parent or guardian
- All medication must be in the original named container or bottle, labelled by the pharmacy if a prescription medication, and given directly to the classroom teacher for storage in the First Aid Room. Medications are not to be left with students.
- Students who provide written parent permission that is supported by an asthma plan may carry an asthma inhaler with them and self administer when needed.
- Staff will administer medications at appropriate times as per the written instructions provided by the parent.
- All medications request notes will be kept in a medications book in the first aid room. The staff member that administers the medication will record the time of the dose in the book and sign it.
- Students involved in camps and excursions will be discreetly administered prescribed medications by the teacher in charge in accordance with the above procedures.
- Parents/carers of students that require injections are required to meet with the principal to discuss the matter.

Parent responsibility:

- To ensure the medication is handed to the teacher with all the necessary information as outlined above.
- To ensure students do not carry any medications in their bags with the exception of inhalers.

Staff Responsibility:

- To only administer medication that comes with the correct information and ensure the medication is within the use by date and is administered at the correct time according to the instructions.

Evaluation: This policy will be reviewed as part of the school's three-year review cycle in May 2014.

This policy was last ratified by School Council in

May 2011