



## **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 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 home group teacher or administrative staff is responsible for administering prescribed medications to children.
- ▶ All parent requests to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from a 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).
- ▶ All verbal requests for children to be administered prescribed medications whilst at school must be directed to the administrative staff who in turn, discuss with parents details of the request and outline school staff responsibilities.
- ▶ Requests for prescribed medications to be administered by the school 'as needed' will cause the administrative staff to seek further written clarification from the parents.
- ▶ 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 office refrigerator, whichever is most appropriate.
- ▶ Consistent with our Asthma Policy, students who provide the school with an Asthma Management Plan must carry an asthma inhaler with them.
- ▶ Home group teachers will be informed by the administrative staff of prescribed medications

## **EVALUATION**

This policy will be reviewed as part of the school's three year review cycle.