



Medication Administration 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 fulfills the duty of care of staff.

First aid staff are responsible for ensuring all paperwork and forms are completed by parents. They are also responsible for ensuring that medication is administered as required and at the times required. If there is any deviation from the parental request first aid staff will contact them via phone to discuss an appropriate alternative.

Purpose

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

Implementation

- Children who are unwell should not attend school.
- Parents / guardians are encouraged to administer medication to their child themselves.
- Where this is not feasible a nominated Staff member(s) will be responsible for administering prescribed medications to children. Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff.
- All parent requests for the school 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).
- Requests for prescribed medications to be administered by the school 'as needed' will cause the school to seek further written clarification from the parents. When they are administered parents of the student will be notified by phone call.
- All student medications must be in the original containers, must be labeled, 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 written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Administration staff 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 nominated staff member.

- A form with the date, time of medication, staff name and student name is put into the first aid cupboard this is to be completed each day the student receives their medication.
- All completed Medication Administration Requests and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official register located in the school office.
- 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. Completed records will be returned to the official medications register on return to school.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.
- Parents wanting the school to administer non prescribed medication (and the like) eg. head-ache tablets, must make a request in writing to the principal. The letter must contain all relevant details. This request must be cleared by the principal. Once cleared the same procedures as listed above will be followed

Evaluation

This policy will be reviewed as part of the school's four-year review cycle or as required.

Ratification

This policy was last ratified by the St Josephs Staff in June 2021