

Administration of Medication

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.

Purpose

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

Implementation

Students and Parents

- Students who are unwell should not attend school.
- Parents/Carers of students that may require injections are required to meet with the Principal to discuss the matter.
- Parents will need to sign a form agreeing to the above policy if they wish the school to administer medication on a regular basis.
- It is helpful to know what medication is being taken at home, (that is not necessarily taken at school) because this can affect a student's behaviour at school. This is also important in case of emergency when staff need to know what medications are being taken.

Medication

- All student medications must be in the original containers with expiry date, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either a locked first aid cabinet or staffroom refrigerator, whichever is most appropriate.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff without parental permission and correct dosage labelling.
- All parent requests for the school to administer prescribed medications to their child must be in writing on the form provided 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.

School and Staff

- A staff member will be responsible for administering prescribed medications to students.
- Consistent with our Asthma policy, students who provide the school with written parent permission will carry an asthma inhaler with them.
- Classroom teachers will be informed by the student's parent/guardian of prescribed medications for students in their charge and the time of last dosage. A staff member will administer the medication at the prescribed times.
- All completed Medication Request Forms and details relating to students, their prescribed dosage quantities and times of administering will be kept and recorded in

confidential medications register located in the two classroom areas or office and will be confirmed by a second staff member.

- 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 in the official medications register. Completed book will be returned to the official medications register on return of the excursion to school.
- It is school policy to provide current first aid training regularly to all staff.

Additional and Relevant Documents:

- SPS First Aid Policy
- SPS Asthma Policy
- SPS Anaphylaxis Policy
- SPS Camps Policy

Evaluation:

This policy will be reviewed as part of the School's three-year review cycle

This policy was ratified by School Council in 2017.

This policy will be reviewed by School Council in 2020.