



Bethanga Primary School

Medication Policy

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.

Aims:

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

Implementation:

- Children who are unwell should not attend school.
- An appointed staff member will be responsible for administering medications to children. In the absence of this staff member, another staff member will assume the duty.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff.
- All parent requests for the Principal 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 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 Principal, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Principal to seek further written clarification from the parents. This may require written instructions from a medical practitioner.
- 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 office first aid cabinet or office refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the Principal with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Principal 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 Principal.
- All completed Medication Instruction Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential, medications register located in the first aid room by the Principal in the presence of, and 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 on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- Management plans for students attending camp will be reviewed in consultation with the parent at least four weeks prior to camp e.g anaphylaxis, asthma
- Parents/carers of students that may require injections e.g in the case of diabetes will be required to meet with the Principal and attending camp teacher to review the current management plan. This will occur at least four weeks before the camp occurring.

Evaluation:

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

This policy was last ratified by School Council in May 2019