

# Medications 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.

## Purpose

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

## Implementation

- Children who are unwell should not attend school.
- A nominated Staff member(s) will be responsible for administering prescribed medications to children.
- All parent requests for the school to administer prescribed medications to their child must be in writing and include 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.
- 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 first aid room 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 at St. Thomas the Apostle Catholic Primary School 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.
- 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.

## Evaluation

This policy will be reviewed in 2016 or as required.

Ratified by B. Marrinon, August, 2013.