

Wodonga West Primary School

MEDICATION 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.

Aims:

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

Implementation:

- Children who are unwell should not attend school.
- The Assistant Principal has agreed to be the staff member responsible for overseeing prescribed long term medications to children. For students requiring antibiotic medicine a designated office person will administer this as it usually requires refrigeration.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff unless permission is obtained from parents by the principal.
- All parent requests for the authorised staff member to administer prescribed medications to their child must be completed in the “Student Illness Management Plan” and “Medication Request Form” 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).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Assistant Principal, who in turn, will seek a meeting or discussion with parents to confirm details of the request in writing and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school ‘as needed’ will cause the Assistant Principal to seek further written clarification from the parents.
- Parents/Guardians of students requiring ongoing medication are requested to ensure an adequate supply of medication is provided to the school and that it is promptly supplied if requested. It is an expectation that required medications for long term use are provided to the office by an adult not a child.
- All student medications should ideally be in the original containers and must be labelled and 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 Assistant 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 Assistant 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 authorised staff personnel.
- 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. Completed pages will be returned to the official medications register on return of the excursion to school.
- The Medications Register will keep a record of medications administered by the School.
- A Register of daily medication administered will be completed at the time students receive medication.
- 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 as part of the school’s three-year review cycle.

This policy was last ratified by School Council in....

November 2012

MEDICATION REQUEST FORM

DATE:

**PARENT/CARER'S
NAME:**

ADDRESS:

TELEPHONE:

Dear Principal,

I request that my child _____ be administered the following medication
(Child's Name)
whilst at school, as prescribed by the child's medical practitioner.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME:

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

(Parent Signature)