

MEDICATION POLICY

RATIONALE:

Teachers and schools are often asked by parents/caregivers to administer medication to their children while at school. It is important that such requests are managed in a manner that is appropriate. It ensures the safety and privacy of all students and staff while fulfilling the legal duty of care.

AIM:

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

IMPLEMENTATION:

- Students who are unwell should not attend school.
- If a student becomes unwell at school the parent/caregiver will be contacted to collect their child.
- School will not administer or supply analgesics (pain relievers) unless directed by parents/caregivers as part of an agreed medical management plan signed annually or via parent/caregiver consent as required
- All parents/caregivers requests for the administration of prescribed medications to their child must be in writing and signed. All medication must be supported by specific written instruction from the parent/caregiver outlining the medical practitioner or pharmacist's directions, including the name of the student, dosage and time to be administered.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Principal/School Nurse to seek further written clarification from the parent/caregiver and/or doctor.
- All student medications must be in the original containers or Webster Packs and clearly labelled. The quantity of medication must be confirmed and documented and be stored in either the First Aid cabinet or refrigerator, whichever is most appropriate or a locked cupboard for behavioural medications.
- Consistent with our Asthma policy, students who provide the school with written parent/caregiver permission, supported by approval of the Principal, may carry an asthma inhaler with them.
- Teachers will be informed by the School Nurse, First Aid Duty Officer or the School Office staff that there are prescribed medications for students in their charge. Teachers will release students at prescribed times so that they may visit the School Nurse or First Aid Duty Officer and have their medications administered.
- Casual Relief Teachers (CRT) will be informed via the CRT process, the School Nurse or the First Aid Duty Officer of prescribed medications for students in their charge. The CRT will release students at prescribed times so that they may visit the School Nurse or First Aid Duty Officer and have their medications administered.
- All completed Student Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded on the Medication Administration Register located in the First Aid office by the School Nurse or the First Aid Duty Officer.
- Students involved in excursions/camps will be administered prescribed medications by the First Aid Duty Officer in a manner consistent with the above procedures. All details are to be recorded on the official Medications Register or Student Medication Request forms (these must be filed as part of the excursion/camp process).
- Parents/caregivers of students that may require invasive administration (i.e. injections, catheters or suppositories) are required to meet with the Principal to discuss the medical needs and to determine an effective Medical Management Plan.
- If these conditions are not met, medication will not be administered and parents/caregivers will be telephoned and may result in the child needing to go home.

EVALUATION: This policy shall be reviewed as part of the ongoing policy and process review.

REFERENCES:

DET website - medication

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

DET website - asthma

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/conditionasthma.aspx>

School Asthma Management Plan

School Camp Asthma Management Action Plan

Student Medication Request form