



Somerville Primary School Medication Policy

Policy Name:	Medication	Date of approval:	June 2020
Responsible:	Medication Coordinator	Expected review date:	June 2023

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 Medication Coordinator or Business Manager in their absence has agreed to be the staff member responsible for administering prescribed medications to children.
- All parent requests for the school to administer prescribed medications to their child must be in writing on the form provided (Student Medication Plan) 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).
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by the school unless the medication is sent to school along with a completed Student Medication Plan which includes written authorisation by the Parent or Guardian of the student.
- 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.
- Parents will be asked to bring all medications to the office and complete a "Student Medication Plan" with full instructions and requirements concerning administration of medication which will be accepted by the Business Manager.
- The Business Manager will store the medication in the lockable cupboard in the sick bay or office and advise the Medication Coordinator of student's requirements.
- The Medication register will be updated and students will be asked to come to the sick bay for administration of all medication.

- 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 the lockable office first aid cabinet.
- Consistent with our Asthma policy, students who provide the Principal with written parent permission may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Medication Coordinator 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 Medication Coordinator.
- All completed Student Medication Plans and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official loose-leaf medications register located in the school office by the Medication Coordinator 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.
- 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.