

MEDICATION POLICY

Hartwell Primary School

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:

1. Children who are unwell should not attend school.
2. The Administration/teachers team have agreed to be the staff members responsible for administering prescribed medications to children.
3. Non-prescribed medications will be administered only if a medication request form has been completed **and all** medications are in the original packaging.
4. Students are not permitted to carry medicines (prescribed/non-prescribed) in their school bags.
5. All parent requests for prescribed medications to be administered 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. This should include the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
6. 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 locked office first aid cabinet or office refrigerator, whichever is most appropriate.
7. Consistent with our Allergy Policy, students who provide written parent permission to their home group teacher may carry an asthma inhaler with them.
8. Classroom teachers to the best of their ability (and the students themselves as appropriate) will be responsible for remembering to visit the school office at the times required for medication.
9. The Medication Consent Form and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential folder in the medical room.
10. Students involved in school camps or excursions will be administered prescribed medications by the 'Teacher in Charge of Medications' in a manner consistent with the above procedures. We discourage non-prescribed medications on camps such as health food supplements/vitamins etc.
11. We are aware that individual students with 'ongoing' medication may need separate arrangements to support the individual needs of the child. All students with daily/ongoing medication will have a medication plan in place and class teachers/Principal/AP/Admin staff will be fully informed and trained as appropriate.
12. It is the parent's responsibility to deliver and collect all medications from the school office.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle in 2015.

This policy has been developed in accordance with DEECD guidelines.

Related Policies: Asthma and Allergy Policy

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

August 2015

HARTWELL PRIMARY SCHOOL ~ MEDICATION CONSENT FORM

Name of Child _____

Child's Class / Teacher _____

Name of Medication _____

Form of Medication (tablet, syrup etc) _____

Dosage & times to be administered _____

Special instructions (eg with/without food, possible side effects) _____

Name of Prescribing Doctor (if applicable) _____

Doctor's contact number (incase of emergency) _____

Other emergency contact name & number _____

This form authorizes staff to administer/supervise the administration of medication to the student named in accordance with the instructions above.

Signed (Parent/Gaurdian) _____ Date; _____

Day / Date	Time	Administered/Supervised By	Signed

