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.

Aim
- To ensure the medications are administered appropriately to students in our care.
- To make parents aware of the importance of filling out a Medication Request Form.

Implementation
- Children who are unwell should not be at school.
- The Office Manager has agreed to be the staff member responsible for administering prescribed medications to children.
- Non-prescribed oral medications (e.g. headache tablets) will not be administered by school staff without completion of the appropriate documentation and medication will only be administered through the central register.
- All parents requests for the Officer Manager to administer prescribed medications to their child must be in writing preferably on the form provided 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).
- Requests for medications to be administered by the school ‘as needed’ will cause the Principal to seek further clarification from the parents.
- All student medications should be in the original containers, must be labelled, must have the quantity of dosage confirmed and documented and must be stored in the sick bay.
- Students who provide written parent permission supported by approval from classroom teachers may carry an asthma inhaler with them (refer to Asthma policy).
- Classroom teachers will be informed by the Administration of prescribed medications for students on their charge and classroom teachers will release students at prescribed times so that they may visit the office and receive their medication.
- All completed Medical Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential Medication Register folder in a locked cabinet in the school sick bay.
- 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 relevant forms completed. 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 and Classroom Teacher of that child to discuss the matter.
- A confidential medications register of medications administered will be maintained at the office.

Evaluation
- This policy will be reviewed as part of the school’s four-year review cycle.

This policy was last ratified by School Council on 13th September 2005