

**STRATHAIRD PRIMARY SCHOOL****Medication****POLICY****2017****Purpose of this Policy**

The purpose of this policy is to ensure that the school store and administer medication correctly. This topic relates to all medications including prescription and non-prescription medication. 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. In this policy 'medication' refers to all prescribed and non-prescribed forms of medicine.

Processes and Protocols

- The school first aid officer is the designated staff member responsible for administering prescribed and non-prescribed medications to children.
- Non-prescribed oral medications (e.g. headache tablets), nasal or those applied to the body 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 school first aid officer 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 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/First Aid Officer to seek further clarification from the parents before this is considered.
- 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 the Principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Administration of prescribed medications for students in 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 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/ First Aid Officer and Classroom Teacher of that child to discuss the matter.
- A confidential medications register of medications administered will be maintained at the office.
- Self-administration should be determined only in consultation between the school and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication. Written permission from the medical/health practitioner must be provided on the Medication Authority form for students to self-administer and the self-administered medication shall be stored by the school. This is not required for students with asthma or Anaphylaxis.
- It is only at the Principal's discretion that a student can carry their own medication particularly as this may create potentially unsafe access to the medication by other students.

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 28/3/2017

Martin Shepherd
Principal

Chris Johnstone
School Council President