MEDICATION POLICY

Rationale:
- Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such a request is 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.**

- A staff member will be responsible for administering medications (including prescribed medication and non-prescribed oral medication) to children. They will be responsible for bringing students to the sick bay to administer their medication to maintain confidentiality.

- When administering medication the principal, or their nominee must ensure that the correct student receives:
  - their correct medication
  - in the proper dose

- In an emergency, any verbal requests from parents, for children to be administered medications whilst at school must be directed to the Principal or delegate, for legal documentation.

- All student medications must be in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered. Medication must be within its expiry date and stored according to the product instructions, particularly in relation to temperature.

- Medication must be stored in either the locked office first aid cabinet or office refrigerator, whichever is most appropriate. **Medications must not be kept in bags or classrooms.**

- Classroom teachers will be informed by the Principal or delegate of any medications for students in their charge.

- All completed Medication Request Forms 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 medication register. This will be located in the first aid room and maintained by the nominated staff member.

- Students involved in school camps or excursions will be administered medication by a nominated staff member in a manner consistent with the above procedures, with details recorded and kept for a period of time in line with management of documents schedule.

- 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 review cycle.