



Medication

POLICY

Mount Pleasant Road Primary School

A. Rationale:

- A.1. 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.

B. Aims:

- B.1. To ensure the medications are administered appropriately to students in our care.

C. Implementation:

- C.1. Children who are unwell should not attend school.
- C.2. The Office Staff and Principal have agreed to be the staff members responsible for administering medications to children.
- C.3. We will ensure that all medication to be administered is:
- C.3.1. Accompanied by written advice providing directions for appropriate storage and administration
 - C.3.2. In the original bottle or container clearly labelled with the name of the student, dosage and time to be administered
 - C.3.3. Within its expiry date
 - C.3.4. Stored according to the product instructions, particularly in relation to temperature
- C.4. All parent requests for the Office Staff or Principal to administer medications to their child must be in writing on the form provided by the office 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). However if this advice cannot be provided the Principal may agree that the form can be completed by parents/carers.
- C.5. All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, within the expiry date and must be stored in either the locked office cupboard or office refrigerator according to the product instructions, particularly in relation to temperature.
- C.6. Consistent with our Asthma Policy, students with Asthma Plans may carry an asthma inhaler and spacer with them.
- C.7. Consistent with our Anaphylaxis Policy, students who may need medication will have them stored in appropriate locations.
- C.8. Classroom teachers will be informed by the Principal or Office Staff 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.
- C.9. 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 medications register located in the school office by the Office Staff or Principal in the presence of, and confirmed by, a second staff member where possible. Student privacy and confidentiality will be protected to avoid any stigmatisation.
- C.10. 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.
- C.11. Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.

C.12. We encourage parents/carers to consider whether they can administer medication outside the school day, such as before and after school and before bed.

C.13. We will not:

C.13.1. Store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury

C.13.2. Allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.

C.13.3. Allow use of medication by anyone other than the prescribed student (only in a life threatening emergency could this requirement be varied).

C.14. The Principal will consult with parents/carers and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication. Written permission will be obtained from the medical/health practitioner and the parents/guardians for the student to carry their medication.

C.15. Ideally, the self-administered medication should be stored by the school. However where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.

D. Evaluation:

D.1. This policy will be reviewed as part of the school's three-year review cycle.

Attachments- See: Medication Request Form and Medication Administration Log