

St. Joseph's School, Sorrento

Medication Policy



Date Reviewed: June 2021

Next Review: June 2023

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.

IMPLEMENTATION:

- Children who are unwell should not attend school.
- The Principal is to be the staff member responsible for administering prescribed medications to children. The Principal can delegate this responsibility to a class teacher or office staff
- Non-prescribed oral medication (e.g. head ache tablets) will not be supplied or administered by school staff, unless medication is provided by the child's parent with written and signed permission; including dosage and time medication is to be administered.
- All parent requests to administer prescribed medications 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 including the name of the student, dosage and time to be administered (original medication bottle or container should provide this information).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Principal/Deputy, who will seek to clarify with parents the details of the request and to outline school staff responsibilities.
- Requests for prescribed medication to be administered by the school 'as needed' will cause the Principal/Deputy to seek further written clarification from the parents.
- 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 staff room refrigerator, whichever is most appropriate.
- Classroom teachers will be informed by the Principal/office staff of prescribed medications for students in their charge and classroom teachers will release students as prescribed times so that they may visit the school office and receive their medication from the Principal of principal's delegate.
- 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 medications register, located in the school office by the secretary, confirmed by the Principal.
- Students involved in school camps or excursions will be discreetly administered prescribed medication, by the 'Teacher in Charge', in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medication register. 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 to discuss the matter.