



# MEDICATION POLICY



## **Rationale:**

Teachers and staff in schools are often asked by parents to administer prescription medication and 'over the counter' products. 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.

## **Aims:**

To ensure that medication is administered appropriately to students in our care.

## **Implementation:**

1. Children who are unwell should not attend school.
2. Teachers and ILA staff have agreed to be the staff members responsible for administering prescribed medications to children.
3. Prescription and 'over the counter' medicine will be administered only if a Medication Authority form has been completed **and all** medications are in the original packaging.
4. Students are not permitted to carry medicines (prescribed/non-prescribed) in their school bags. The exception being asthma inhalers when this is recorded in that child's School Asthma Action Plan.
5. All parent requests for prescribed medications to be administered 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. This should include the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
6. 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 appropriately e.g. in refrigerator in care of administering staff member.
7. All completed Medication Authority 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.
8. Students involved in school camps or excursions will be administered prescribed medications by the 'Teacher in Charge of Medications' in a manner consistent with the above procedures.
9. We are aware that individual students with 'ongoing' medication may need separate arrangements to support their specific needs. The class teacher/Principal/Assistant Principal/Admin staff will be fully informed and trained as appropriate.
10. It may be necessary for 'spare' medication for some individual students to be kept at school. This will be stored in a locked drawer in Sick Bay or the class teacher's desk.

## **Evaluation:**

This policy has been developed in accordance with DET guidelines.

Related Policies: TVPS Managing Asthma Policy  
TVPS Anaphylaxis Management Policy

This policy was reviewed in

2016