



ST. MARY'S SCHOOL, ALTONA

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 requests are managed in a manner that ensures the safety of students, and fulfils the duty of care obligation of staff.

Aims:

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

Please note: Children who are unwell should not attend school.

Implementation:

- The Administration Staff are responsible for administering prescribed medications to children during class time. Staff on First Aid Duty will administer medication during recess and lunchtime.
- Administration Staff will inform Classroom teachers of prescribed medications for students in their class.
- Classroom Teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Administration Staff.
- All parent requests for the Administration Staff to administer prescribed medications to their child must be in writing on the Oral Medication Authorisation Form and could 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).
- All student medications must be labelled, in date, have the quantity of tablets confirmed and documented, and be stored in either the locked office First Aid cabinet or refrigerator, whichever is more appropriate.
- All completed Oral Medication Authorisation Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and filed in the students file in the Deputy Principal's office.
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Administration Staff, who will seek authorisation.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Administration Staff to seek further clarification from the parents.
- 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. Records of medication administered should be filed upon return to school with other camp documentation.
- Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.

Policy Review:

- This policy will be reviewed as part of the St. Mary's review cycle.
- This policy was last ratified by St. Mary's staff in **JUNE 2019**