

WANTIRNA SOUTH PRIMARY SCHOOL



MEDICATION POLICY

Rationale

Teachers are occasionally asked by parents to administer medication for their children whilst 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.

Aims

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

Implementation

- Children who are unwell should not attend school.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff without written parent authorisation as per the medication form.
- All parent requests to administer prescribed medications to their child must be in writing on the medication form 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 medications bottle or container should provide this information).
- Children who present with prescribed medication without written parental authorisation must be directed to the Principal or Assistant Principal who will address in accordance with Department guidelines.
- All student medications must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in a supervised, secure area.
- Consistent with our Asthma policy, students who provide written parent permission supported by approval of the Principal may carry an asthma inhaler with them.
- Administration staff will oversee the administering of medication as prescribed and sign the relevant school documentation.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the designated teacher(s) in a manner consistent with the above procedures.
- Parents/carers of students who 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 five-year review cycle or earlier as required.
Reference for DEECD guidelines

This policy was ratified by School Council on: May 2017.