



GLENROY WEST PRIMARY SCHOOL 4809 DISTRIBUTION OF MEDICATION POLICY & PROCEDURES

Rationale:

- Teachers are often asked by parents to administer medication to their children when children are at school. It is important that that administering of medication is managed appropriately, ensuring the safety and privacy of students and staff and fulfilling the legal duty of care of staff.

Aims:

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

Implementation:

- Children who are unwell should **not** attend school.
- If a child becomes unwell at school the parent/carer will be contacted to collect their child.
- School will not administer or supply analgesics (pain relievers) unless directed by parents as part of an agreed medical management plan.
- All parent requests for the administration of 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's including the name of the student, dosage and time to be administered (original medications 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, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Principal to seek further written clarification from the parent/carer and doctor.
- All student medications must be in the original containers or dosette box and clearly labelled. The quantity of medication must be confirmed and documented and be stored in either the locked office cabinet or office refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the school with an Asthma Plan, may carry an asthma inhaler with them.
- Classroom teachers and casual relief teachers will be informed by the Principal of prescribed medications for students in their charge, and teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Principal or designated officer.
- 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 Principal in the presence of, and confirmed by, a second staff member.

- Students involved in excursions will be discreetly administered prescribed medications by the ‘nominated medical officer’ on camp, 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.
- When students require injections or suppositories, parents **must** meet with the principal to discuss the matter, to determine an appropriate medical management plan.

Evaluation:

This policy will be reviewed as part of the school’s three-year review process.
This policy was ratified by School Council 23 February 2015
The policy will be next reviewed 2018

MEDICAL MANAGEMENT PLAN



DATE:

CHILD's Name

PARENT's / CARER's NAME:

Place of Residence:

TELEPHONE:
(Business Hours)

(Other contact number)

Dear Principal,

I request that my child _____ be administered the following
(Child's Name)
medication whilst at school.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME:

I have sent the medication in the original container displaying the instructions provided by the pharmacist and or medical practitioner.

The information collected will only be used for the purpose of management of medication.

Yours sincerely

_____ (Parent / Carer Signature)