

Rationale:

- Staff 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.

Aims:

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

Implementation:

- Children who are unwell should not attend school.
- The First Aid Coordinator will be the staff member responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: head-ache tablets) will be administered by school staff only with written parent permission.
- All parent requests for our First Aid coordinator 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 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 First Aid Coordinator, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Parents/ Guardians should supply medication in a container that gives the name of the student, the dose and the time it is to be given. The name of the medication should be clearly marked on the container. It is recommended that parents/ guardians provide a dosette box with all medication in tablet form to ensure the correct dosage is given.
- Consistent with our Asthma policy, students who provide the First Aid Coordinator with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the First Aid Coordinator of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the First Aid Coordinator.
- 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 official loose-leaf medications register located in the school office by the First Aid Coordinator.
- It will be the responsibility of the parent to ensure medications are given directly to the teacher in charge of excursions or school camps.
- 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, with all details recorded.
- Lynbrook Primary School staff will not be responsible for the supply or prescription of medication or Use By Dates.
- Medications to be administered by injection or rectal insertions will not be given.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.
- This policy was last ratified by School Council in 2017.