



## **DISTRIBUTION OF 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 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:**

- Students who are unwell should not attend school.
- Office administration staff are responsible for administering prescribed medications to students
- Medication will be administered in the office or classroom (whichever is most appropriate).
- Non-prescribed oral medications (eg: head-ache tablets) will be administered by office administration staff with written or verbal parental permission.
- All parent requests to administer prescribed medications to their child must be in writing 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 parents.
- 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 in either the office safe or office refrigerator, whichever is most appropriate.
- Asthma medication will be administered by trained staff as required.
- Classroom teachers will be informed by Principal (or nominee) of prescribed medications for students in their charge.
- 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.
- Parents/carers of students that 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 three year review cycle.