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:
- The school maintains that children who are unwell should not attend school, but acknowledges the importance of medication for specific medical conditions
- The office staff are responsible for delivering medication to students
- Non-prescribed oral medications (e.g., headache tablets) will not be administered by school staff
- 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 including the name of the student, dosage and time to be administered
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Assistant Principal or Principal, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities
- 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 locked office first aid cabinet or office refrigerator, whichever is most appropriate
- Consistent with the school’s Asthma Policy, all students required to use Ventolin or similar inhaler must use a spacer which is to be provided by the parents
- Classroom teachers will be informed by the office staff 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
- 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 medications register located in the school office
- Students involved in school camps or excursions will be administered prescribed medications by the ‘Teacher in Charge’ in a manner consistent with the above procedures, with all details recorded in writing
- 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

Last reviewed and ratified: October 22, 2015