

# Administering Medication Policy



## RATIONALE:

Teachers and schools are often asked by Parent/Guardians 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. While medication policies are an essential part of a school's welfare procedures children who are unwell should not attend school.

## AIMS:

To ensure the medications are administered appropriately to students in our care. To ensure appropriate storage and recording of all medications kept or administered.

## PROCEDURE:

- It is recommended that every student who has a medical condition or illness will have an individual management plan that is attached to the student's records. Desirably, each management plan should be provided by the student's doctor and should include a photo of the student and details of:
  - the usual medical treatment needed by the student at school or on school activities
  - the medical treatment and action needed if the student's condition deteriorates
  - the name, address and telephone numbers for an emergency contact and the student's doctor
- Non-prescribed oral medications (e.g. headache tablets) must be provided by the student's Parents/Guardian and will not be administered by College staff without Parent/Guardian permission.
- **All Parent/Guardian requests for staff to administer prescription medications to their child must be in writing.** Requests must be supported by specific written directions from the medical practitioner or pharmacist and include the name of the student, dosage, and time to be administered. (Medications must be supplied in the original contain which will have this information). This must be reviewed with any new prescriptions.
- If your child doesn't require an Individual Management Plan but requires medications to be administered, the students' parent/guardian must complete the Medical Authority Form and return it to the General Office.
- All medications must be stored behind a locked door.
- All completed medication and details will be kept and recorded in a confidential medication register located with the medication in a locked unit in the General Office.
- Prescribed medications will be discreetly administered to students involved in College camps or excursions by the 'teacher in charge' in a manner consistent with the above procedures, with all details recorded to be returned to College files.
- If students require injections, Parent/Guardians are required to meet with the College Nurse to discuss the matter and determine suitable procedures.
- It is not recommended that a student take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.

**NOTE:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the student's health plan.

Ratified by College Council: May 2015

2 year Review Cycle