

Bundoora Primary School Policy Manual	MANAGEMENT POLICY Medication	Last ratified by School Council in: June 2014
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If further information is required, please refer to the DEECD Guidelines.

1. VISION

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

2. ACTION

- 2.1 Children who are unwell should not attend school.
- 2.2 A designated staff member will be responsible for administering prescribed medications to children.
- 2.3 Non-prescribed oral medications (eg: head-ache tablets) will only be administered by the school with written parental permission clearly stating the medication and its dosage.
- 2.4 All parent/carers requests for the designated staff member to administer prescribed medications to their child must be in writing and must be supported by specific written instruction from the medical practitioner or pharmacists including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- 2.5 All written requests for children to be administered prescribed medications whilst at school must be directed to the designated staff member (Office Administration).
- 2.6 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 refrigerator, whichever is most appropriate.
- 2.7 Classroom teachers will be informed by Office Administration 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 Office Administration.
- 2.8 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 confidential official medications register located in the school office by the Office Administrator in the presence of, and confirmed by the Principal.
- 2.9 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 in the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- 2.10 If a student requires an Asthma inhaler they may carry it with them as required.
- 2.11 Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.

3. REVIEW

The *Medication Policy* will be reviewed regularly, as part of the school's policy review process.