



Mornington Park Primary School

Medication Policy

POLICY DATE: November 2013
STATUS: Approved by School Council

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:

- Children who are unwell should not attend school.
- The First Aid Officer will be the staff member responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: head-ache tablets, Homeopathies) will not be administered by school staff unless a Medical Authority Form has been completed or direction has been given by a parent.
- All parent requests for the First Aid Officer 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 pharmacists including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- 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.
- Parents are required to provide the Business Manager with an Asthma Management Plan, or Anaphylaxis Plan signed by their General Practitioner.
- Classroom teachers will be informed by the First Aid Officer 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 Officer.

- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded electronically on a computer located in the First Aid Office by the Assistant Principal in the presence of, and confirmed by, a second staff member.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'First Aid Officer' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned and transferred to the school's recording system.
- 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.

This policy was last ratified by School Council in....

MEDICATION REQUEST FORM

DATE:

PARENT's NAME:

ADDRESS:

TELEPHONE:
(Business Hours)

Dear Principal,

I request that my child _____ be administered the following medication
(Child's Name)
whilst at school, as prescribed by the child's medical practitioner.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME/S of MEDICATION:

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

(Parent Signature)