



St Thomas Aquinas Primary School,

Norlane

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, and ensures the safety and privacy of all students and staff, and fulfills the legal duty of care of staff.

No medication including headache tablet will be administered to children without the express written permission of parents/ guardians.

Aim:

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

Implementation:

☐ Children who are unwell should not attend school.

☐ If a child becomes unwell at school the parent/carer will be contacted to collect their child.

☐ St Thomas Aquinas Primary School will not administer or supply analgesics (pain relievers) unless directed by parents as part of an agreed medical management plan.

☐ 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 (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 will cause the Principal to seek further written clarification from the parent/carer and doctor.

☐ All student medications must be in the original containers or dosette box and clearly labelled. The quantity of medication must be confirmed and documented and be stored in either the locked office cabinet or office refrigerator, whichever is most appropriate.

☐ Consistent with our Asthma policy, students who provide the school with written parent permission, supported by approval of the Principal, may carry an asthma inhaler with them.

Compassion

Respect

Service

Justice



□ Classroom teachers and casual relief teachers will be informed by the Principal of prescribed medications for students in their charge, and teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Principal or designated 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 in a confidential medications register located in the school office by the Principal in the presence of, and confirmed by, a second staff member.

□ Students involved in excursions will be discreetly administered prescribed medications by the 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 to the official medications register on return of the excursion to school.

□ Parents/carers of students that may require injections or suppositories are required to meet with the principal to discuss the matter, to determine an appropriate medical management plan.

Evaluation:

This policy will be reviewed as part of the schools four-year review cycle or earlier as required.

Updated: 2018

Review: 2022

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