

Koondrook Primary School

Distribution of Medication Policy

RATIONALE/ PURPOSE:

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 fulfills the duty of care of staff.

IMPLEMENTATION:

- The administering of prescribed medications (and analgesics such as Panadol) will be the responsibility of Staff.
- All parent requests for staff 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 pharmacist's 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.
- Written or verbal approval from parents must be obtained prior to administering analgesics.
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to principal class members, 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 'as needed' will cause the principal class officers to seek further written clarification from the parents.
- Consistent with our Asthma policy, students who provide written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Classroom teachers will be informed via the medication form 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 designated staff.
- 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, loose-leaf medications register located in the school office .
- 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 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 are required to meet with the principal to discuss the matter prior to any such procedures occurring.
- Renew the medication request form yearly
- A photocopy of the Medication request form to be sent to the classroom teacher.

Attachments

Medical request form.

This policy was last ratified by School Council May 2017

Principal Amanda Bradford

Koondrook Primary School

MEDICATION REQUEST FORM

STUDENT NAME:

PARENT NAME:

ADDRESS:

TELEPHONE: (Business Hours)

Dear Principal,

Year Level:

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

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME:

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

Yours sincerely

_____ (Parent Signature)

Copy has been sent to Classroom Teacher

DATE: