

### Rationale

Teachers and schools may be 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.

### Goals

- Required medications will be administered appropriately to students in our care.

### Strategies

- Students who are unwell should not attend school.
- The Head Teacher, who will be trained in first aid, will be the primary staff member responsible for administering prescribed medications to students. In his/her absence, a second teacher trained in first aid will be responsible.
- All verbal requests to any other staff member for students to be administered prescribed medications whilst at school must be directed to the Head Teacher, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff and parental responsibilities.
- A student may only be given medication by staff if it has been prescribed by a medical practitioner. Medications with no prescription (e.g. headache tablets), will only be administered by school staff on written request of the parents.
- Medications will only be administered from their original container bearing the original label and instructions and must not yet have reached its expiry date. This must include the name of the student, dosage and time to be administered.
- Requests for medications to be administered by the school 'as needed' will cause the Head Teacher to seek further written clarification from the parents and a Medical Management Plan to be provided.
- Parents must deliver any medications directly to the Head Teacher so that they can be stored out of reach and at the recommended temperature in the locked office first aid cabinet or the office refrigerator. Medications of all kinds, including headache tablets must not be left in student's bags. Students who provide the Head

Teacher with written parental permission and a Medical Management Plan may carry an asthma inhaler with them in accordance with their Medical Management Plan.

- Parents will be required to document detailed instructions for administration of the medication on their child's individual Medication Record – Guardians form. The following information must be included:
  - date for medication to be administered
  - name of medication
  - last dosage and time and date to be given
  - dosage to be administered today
  - required time of administration of medication
  - signature/name of parent
- All completed Medication Record – Guardians forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded on a confidential official loose-leaf medication register located in the school office.
- Classroom teachers will be informed by the Head Teacher of students in their charge who require medication, and will release students at prescribed times so that they may visit the school office and receive their medications from the Head Teacher.
- Prior to administration of the medication, two staff will check all details documented in the Medication Record – Guardians form to cross-check and confirm what medication is to be administered, how much and at what time. Both staff will then check the dosage given to the student.
- Staff will document the details in relation to the medication on the opposite page to the parents and sign. The following information must be completed by the Head Teacher on the Medication Record – Staff form:
  - dose that was administered to the child
  - time when medication was administered
  - date when medication was administered
  - name and signature of staff member who administered the medication
  - name and signature of the staff member who checked the dosage
- Parents are requested to counter-sign that their instructions have been carried out accordingly.
- The Head Teacher will inform parents of any reaction to medication immediately.

# DSM Policy

## Administration of Medication

- 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.

### **Date**

August 2007

Revised August 2008