



# MULGRAVE PRIMARY SCHOOL

Gladeswood Drive, Mulgrave Vic 3170

## MEDICATIONS 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, 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.
- A designated staff member will be responsible for the implementation of the medication policy.
- Non-prescribed oral medications eg: headache tablets will not be administered by school staff, unless accompanied by written request of the parents/care-giver.
- All parent requests to administer prescribed medications to their child must be in writing 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 medication 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 the school administration office or staff refrigerator, whichever is most appropriate.
- Classroom teachers will be informed 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 staff member in charge of medication.
- 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 official 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.
- Students who have a medical condition or illness will have an individual medical management plan written and completed by the parent/care-giver in consultation with their medical examiner and this will include precise information about the student and his/her medical needs.
  - Staff will be made aware at staff meetings of students who have individual medication management plans.
  - Individual medication management plans will be kept by class teachers in the front of their role for Casual Relief Teacher's information.

### Evaluation:

This policy will be reviewed as part of the school's four-year review cycle.

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

August 2014

