



Donvale Primary School

Medication

1 Policy Statement

Staff are often asked by parents to administer medication for their children while at school. It is important that that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

2 Rationale

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

3 Implementation

- Children who are unwell should not attend school.
- The Office Staff have agreed to be the staff members responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff.
- 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's including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information)..
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Office Staff to seek further written clarification from the parents.
- 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 locked office storeroom or staff room refrigerator, whichever is most appropriate.
- Consistent with DPS Asthma policy, students who provide the school with a written Asthma Action Plan may carry an asthma inhaler with them.
- Consistent with the DPS First Aid policy all children, especially those with a documented asthma management plan will have access to ventolin and a spacer at all times.
- Consistent with DPS Anaphylaxis Policy students at risk will have access to their EpiPen bag which is stored in a cupboard in the Administration office.
- Classroom teachers will be informed by the Office Staff 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 office 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 by the Office Staff 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 to be stored with excursion forms.
- Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.

4 Evaluation and Review

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

5 Appendix

Medication Request Form

This policy was ratified by School Council on 17 March 2010



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
