



EASTBOURNE PRIMARY SCHOOL 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, 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.
- Prescribed and non-prescribed oral medication (eg head-ache tablets) can be administered by school staff.
- All parents requests for staff to administer prescribed and Non-prescribed medications to their child must be in writing on the form provided and must be supported by specific written instructions from a medical practitioner or a pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information). This information must be initially directed to the Assistant Principal.
- All verbal requests for children to be administered prescribed or non-prescribed medication whilst at school must be directed to the Assistant 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 or non-prescribed medications to be administered by the school 'as needed' will cause the Assistant Principal to seek further written clarification from parents.
- All students medications must be in a container, must be labelled with the original instructions, must have the quantity of tablets confirmed and documented, and must be stored in either the locked classroom first aid cabinet or refrigerator, whichever is appropriate.
- Consistent with our Asthma Policy, students who provide the Assistant Principal with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Assistant Principal of prescribed or no-prescribed medication for students in their charge.
- 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. A copy of this information will be kept in the child's confidential classroom records.
- 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 for the official medications register. Completed pages will be returned to the official medications register on return from the excursion to school.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.