**HEPBURN Primary School**

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**Established 1864 No. 767**

**Medication Policy**

**Rationale:**

1. 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:**

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

**Implementation:**

* Children who are unwell should not attend school in accordance with exclusion timelines.

1. The Principal, teaching staff and business manager are responsible for administering prescribed medications.
2. All parent requests for prescribed medications to their child must be in writing on the form provided including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
3. Requests for prescribed medications to be administered by the school ‘as needed’ will cause the Principal to seek further written clarification from the parents.
4. All student medications must be in the original containers, must be labelled and current, must have the quantity of liquid or tablets confirmed and documented, and must be stored in either the locked office first aid cabinet or office refrigerator, whichever is most appropriate.
5. Consistent with our Asthma policy, students who provide the Principal with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
6. 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 register located in the administration office.
7. 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.
8. Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.

In accordance with Department guidelines, schools should not:

1. Store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
2. Allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.
3. Allow use of medication by anyone other than the prescribed student. Note: Only in a life threatening emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

Policy reviewed and ratified by School Council on May 17th 2016