

**MEDICATION POLICY
BRUNSWICK SOUTH PRIMARY SCHOOL**

Policy Implementation Date: 2013	Review Date: 2015	Responsible for Review: Education and Policy Sub committee
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Rationale

Teachers and schools are asked to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, and ensures that safety and privacy of all students and staff, and fulfils the legal duty of care.

Aims

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

Actions

- School will not administer or supply analgesics (pain relievers) unless directed by parent as part of an agreed medical management plan
- All parents 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
- All student medications must be in the original containers or dosette box and clearly labelled.
- The quantity of medication applied to the student must be confirmed and documented and be stored in either the sick bay medication box, or sick bay refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the school with written parental permission, supported by approval of the Principal, may carry an asthma inhaler with them.
- Teaching and support staff will be informed by the principal of prescribed medications for students in their charge and will release students at prescribed times so that they may visit the school office and receive their medications from the Principal or designated officer.
- All completed Medication Request Forms and details relating to students, their prescribed medications dosage quantities and times of administering will be kept and recorded in a confidential medications register located in the school office by the staff member administering the medication.
- Students involved in 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.

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