

C.P.S. 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, and ensures the safety and privacy of all students and staff, and fulfils the legal duty of care of staff.

GUIDELINES:

1. Children who are unwell should not attend school.
2. If a child becomes unwell at school the parent/carer will be contacted to collect their child.
3. The school keeps a small supply of analgesics (pain relievers) and will administer with parental permission. A Medication Request Form will then be filled in and signed by the parent/carer.
4. All parent requests for the administration of prescribed medications to their child must be in writing on the form provided (*see appendix A*) including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
5. It is the parents' responsibility to ensure all medications supplied to school have not passed their use by date.
6. Requests for prescribed medications to be administered by the school 'as needed' will cause the Principal to seek further written clarification from the parent/carer or doctor.
7. All student medications must be in the original containers or box, clearly labelled and be stored in either the classroom, office or refrigerator, whichever is most appropriate.
8. Consistent with our Asthma policy, parents will be required to complete an Asthma Management Plan and have it endorsed by their doctor. Parents of children whose asthma is more serious may provide an asthma inhaler, labelled with their names to the school which will be stored in the first aid room.
9. If necessary teachers will release students at prescribed times so that they may visit the school office and receive their medications from a designated staff member.
10. 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 Medications Register' located in the school's first aid office.
11. Parents/carers of students that may require injections or suppositories are required to meet with the principal to discuss the matter, to determine an appropriate medical management plan.

Evaluation:

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

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

23rd August 2017

Appendix A – Medication Request Form

CARNEGIE PRIMARY SCHOOL MEDICATION REQUEST FORM

DATE:

CHILD'S NAME:

PARENT'S / CARER'S NAME:

EMAIL ADDRESS

TELEPHONE:

(Business Hours)

(Other contact number)

Dear Principal,

I request that my child _____ (Child's Name) be administered the following medication whilst at school.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME:

I have sent the medication in the original container displaying the instructions provided by the pharmacist and or medical practitioner.

Yours sincerely,

_____(Parent / Carer Signature)

Attach documentation from medical practitioner if appropriate