

Administration of Medication Policy and Procedures

Values

The Small School fosters the wellbeing and safety of children.

All adults at The Small School exercise a duty of care and kindness to children.

Purpose

To ensure required medications are administered safely to children.

How the achieve purpose is achieved

The School Manager is the staff member responsible for administering prescribed medications to children and must be familiar with Medication Request Forms completed by parents at the school. The Medication Request Form is attached to this policy.

In the School Manager's absence, a teacher (if possible the child's teacher) is responsible for administering the medication. In this event, the teacher must ensure they are familiar with the Medication Request Form.

All parent requests to administer prescribed medications to a child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the child, dosage and time to be administered (original medications bottle or container should provide this information).

All 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 First Aid cabinet in the Main Office.

Non-prescribed oral medications (eg: headache tablets) will not be administered by school staff. Where children have a headache at school (or when generally feeling unwell) they will be able to lay quietly in the sick bay. If they don't start to feel better within a reasonable amount of time the School Manager or nominee will contact a parent or guardian and advise the child may need to be collected.

Children who have an Asthma Action Plan lodged with the school may carry an asthma reliever medication (Ventolin) with them, either in their pocket or in their school bag.

Effective from....March 2018

Review due.....March 2020

Teachers will release children at prescribed times so that they may visit the Main Office and receive their medications.

All staff involved in administering a child's medication should be aware of how the child feels about taking the medication and whether they would like to do so in private.

All completed Medication Request Forms will be kept in a confidential loose-leaf Medications folder located in the Main Office. A copy will also be attached to their Health Care Plan.

Children involved in school camps or excursions will be administered prescribed medications by the teacher in a manner consistent with the above procedures. The teacher will take a copy of the Medication Request Form with them when leaving the school premises.

Attachment to Medication Policy and Procedures

Medication Request Form

(to administer medication to a child at The Small School)

DATE

PARENT'S NAME

ADDRESS

TELEPHONE: (Business Hours)

To the School Manager,

I request that my child _____ be administered the following medication at school, as prescribed by the child's medical practitioner.

I attach specific written instructions from the medical practitioner or pharmacist including the name of the medication, the name of the child, the dosage and the times and dates to be administered (The original medications bottle or container may provide this information).

NAME OF MEDICATION PROVIDED

QUANTITY OF MEDICATION/TABLETS PROVIDED

Signed

(Parent/Guardian Signature)

Signed

(School Manager)