**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.
1. Nambrok Denison Primary School staff members are responsible for administering prescribed medications to children.
2. Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff (with the exception of school camps – see below).
3. All parent requests to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instructions from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
4. All verbal requests for children to be administered prescribed medications will be discouraged, however on doctors’ orders, a discussion directly with the Principal, with parents to confirm details of the request and to outline school staff responsibilities.
5. Requests for prescribed medications to be administered by the school ‘as needed’ will cause the Principal to seek further written clarification from the parents.
6. All student medications, must be labelled, in a container and must have the quantity of tablets confirmed and documented, the expiry date checked and must be stored in either the locked first aid cabinet or office refrigerator, whichever is most appropriate.
7. 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.
8. Classroom teachers will be informed by the Principal of prescribed medications for students in their charge. At the specified time they will be sent to the office to take the medication. Office staff will sign with time and date to state medication has been administered.
9. 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 near the First Aid cabinet.
10. 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.
11. Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.

**Ratified at School Council** Date: August 2022