

## PARKHILL PRIMARY SCHOOL

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<b>POLICY:</b>	<b>MEDICATION</b>
<b>PROGRAM LEADER:</b>	<b>Rod McKinlay</b>
<b>DATE APPROVED:</b>	<b>MAY 2015</b>

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### **RATIONALE**

Parkhill staff 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.

### **AIM**

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

### **IMPLEMENTATION**

- Children who are unwell should not attend school (refer to communicable illnesses list).
- The First Aid Coordinator or a designated staff member should be responsible for administering prescribed medications to children. Therefore parents of children who require medication should approach that person in the first instance.
- Non-prescribed oral medications will only be administered when parental consent is given.
- All parent requests to administer **prescribed medications** to their child must be in writing and must be supported by specific written instruction 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. Medication must be within use-by-date.) Medications will be stored in an appropriate location. (preferably the First Aid Room)
- All parent requests to administer **non-prescribed medication** (e.g. Panadol) to their child must be in writing and must be supported by specific written instruction from the parent or pharmacist, including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information. Medication must be within use-by-date.) Medications will be stored in an appropriate location. (preferably the First Aid Room)
- 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 first aid room by the First Aid Coordinator or designated staff member.
- Classroom teachers will be informed by the First Aid Coordinator or designated staff member of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may receive their medications.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the Nominated First Aid Officer in a manner consistent with the above procedures, with all details recorded. These details should be added to the official medications register on return of the excursion to school.
- Parents/carers of students that may require injections (e.g. diabetes/anaphylaxis) are required to meet with the principal/assistant principal to discuss the matter (also refer Anaphylaxis Policy).
- Students with asthma, anaphylaxis or allergies require a management plan as per the Asthma/Anaphylaxis Policy.

### **EVALUATION**

This policy will be reviewed at a four year interval, or sooner on a needs basis as determined by School Council.

## MEDICATION REQUEST FORM

DATE:

PARENT/  
GUARDIAN's NAME:

ADDRESS:

TELEPHONE:  
(Business Hours)

MOBILE PHONE:

Dear Principal,

I request that my child \_\_\_\_\_ of \_\_\_\_\_ be administered the following  
(Child's Name) (Grade)  
medication whilst at school, as prescribed by the child's medical practitioner. I have checked that it  
is within the prescribed "Use-by" date.

Name of Medication	Dosage	Date(s) and Time(s) to be Administered	Administered by:

I have sent the medication in the original container displaying the instructions provided by the pharmacist. If other additional information required please record on the back of this form.

Please return to First Aid Coordinator or Class Teacher

Yours sincerely

\_\_\_\_\_  
(Parent Signature)

