



MEDICATION POLICY

PURPOSE

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.

Truganina South Primary School aims to ensure the medications are administered appropriately to students in our care.

Related Legislation:

- Education and Training and Reform Act 2006 (Vic)
- Equal Opportunity Act 2010 (Vic)

SCOPE

This policy applies to all students, families and staff at Truganina South Primary School.

DEFINITIONS

At Truganina South Primary School medication is defined as any substance a student requires for their health and wellbeing. This can include over the counter medications and prescription medications. For some students the medication may be a once off whilst for others it may be reoccurring.

POLICY

- Children who are unwell should not attend school
- Nominated staff members will be responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: head-ache tablets) will only be administered by nominated staff if a Medication Authority form has been completed.
- All parent 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 including the name of the student, dosage and time to be administered (original medication bottle or container should provide this information).
- Requests for prescribed medications to be administered by the school 'as needed' will cause the nominated staff to seek further written clarification from the parents.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide written parent permission supported by approval of the principal and treating doctor may carry an asthma inhaler with them.

- Classroom teachers will be informed of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the nominated staff.
- 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 medication register located in the school office.
- 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 relevant forms from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- Parents/carers of students who may require injections are required to meet with the principal to discuss the matter.

RELATED POLICIES AND RESOURCES

- TSPS first aid policy

REVIEW PERIOD

This policy was last updated in January 2021 and is scheduled for review in 2024.

This policy was last ratified by School Council in:	February, 2021
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