



## ST. LEONARDS PRIMARY SCHOOL

### DISTRIBUTION OF MEDICATION

#### **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, ensures the safety of students, and fulfils the duty of care of staff.

#### **Aims:**

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

#### **Implementation:**

- Children who are unwell should not attend school.
- The classroom teacher will be responsible for administering prescribed medications to children.
- 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 instruction from the medical practitioner or pharmacist's including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Principal, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Principal to seek further written clarification via the parents from a doctor or health care professional.
- 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 have an Asthma Management Plan may carry an asthma inhaler with them.
- 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 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 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.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.

#### **Evaluation:**

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

**Endorsed by St Leonards Primary School Council April 2017.**

**ST. LEONARDS PRIMARY SCHOOL**

**MEDICATION REQUEST FORM**

**DATE:**

**PARENT'S NAME:**

**CONTACT NO:**

I request that my child \_\_\_\_\_ be administered the following medication  
( Child's Name )  
whilst at school, as prescribed by the child's medical practitioner.

**NAME of MEDICATION:**

**DOSAGE (AMOUNT):**

**TIME/S of MEDICATION:**

**DATES MEDICATION TO BE GIVEN:**

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

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