

Policy Number	Ratification Date	Reviewed	Review Date
33	Nov 16	2017	2020



# MEDICATION DISTRIBUTION

## Rationale

- Staff may be 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 at school.

## Implementation

- The School Nurse is the designated staff member responsible for administering prescribed medications to children while children are on the school site.
- Non-prescribed oral medications (e.g.: analgesics) will only be administered by the School Nurse with permission of parents/guardians. In the event that such medications are administered a record will be maintained by the School Nurse and a copy sent home to ensure that student intake can be monitored.
- All parent requests for the School Nurse to administer prescribed medications to their child must be on a Medication Request Form 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 must provide this information).
- All student medications must be in the original containers, be labelled, have the quantity of tablets confirmed and documented, and be stored in either the locked office first aid cabinet or staff room refrigerator, whichever is most appropriate.
- Consistent with Asthma Policy (# 426), students may carry with them their appropriate asthma medication at all times.
- Classroom teachers will be informed by the School Nurse of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times to visit the First Aid Centre to receive medication from the School Nurse.
- 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 loose-leaf Medications Register located in the school office by the School Nurse in the presence of, and confirmed by, a second staff member.
- 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 Medications Register. Completed pages will be returned to the Medications Register on return of the excursion to school.
- Parents/carers of students that may require injections eg. insulin are required to meet with the School Nurse to discuss the matter. In these situations, a management program consistent with the school's anaphylaxis management plans will be put in place.

## Evaluation

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