



1. 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, and ensures the safety and privacy of all students and staff, and fulfils the legal duty of care of staff. It is also important to ensure that required medications are administered appropriately to students in the school's care.

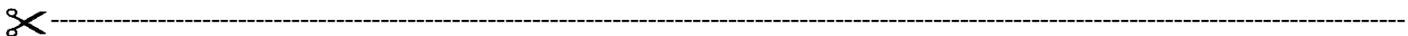
2. Implementation

- Children who are unwell should not attend school.
- If a child becomes unwell during class time, teachers are required to notify the office by telephone and then send the child to the office if the staff member considers that the child should be sent home. The parent/caregiver will be contacted to collect their child.
- School will not administer or supply analgesics (pain relievers) unless directed in writing by parents.
- All parent requests for the administration of prescribed medications to their child must be in writing on the *Medical Management Plan* provided below 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 (the original medication bottle or container should provide this information).
- All student medications must be in the **original** containers or dosette box and clearly labelled. The quantity of medication must be confirmed and documented and be stored in either the locked office cabinet or staff refrigerator, whichever is most appropriate.
- Consistent with our *Asthma Policy*, students who provide the school with written parent permission may carry an asthma inhaler with them.
- Classroom teachers and casual relief teachers must be informed of prescribed medications for students in their charge, and teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Principal or designated staff member.
- All completed *Medication Management Plans* and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and archived by the school.
- Students involved in excursions will be administered prescribed medications discretely by the teacher in charge in a manner consistent with the above procedures.
- Parents/caregivers of students that may require injections are required to meet with the Principal to discuss the matter in order to determine an appropriate *Medical Management Plan*.

3. Evaluation

This policy will be reviewed as part of the St Michael's School Improvement Plan review cycle.

September 2020



MEDICATION MANAGEMENT PLAN

Child's Name:

Class:

I request that the child named above be administered the following medication whilst at school. I have sent the medication in the original container displaying the instructions provided by the pharmacist and/or medical practitioner.

1. Name of Medication:

4. Date/s of Administration:

2. Dosage (Amount):

5. Time/s of Administration:

3. Reason for Administration:

6. Please Circle: With Food / Without Food

Parent's/Caregiver's Name:

Contact No:

Signature:

Date: