Rationale:
- Teachers and schools are often required to make judgements about the health of students in their care. It is important that decisions are made with the health and well being of all students and staff in mind.
- Teachers and schools are often asked by parents to administer medication for their children whilst 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.
- Staff working with students with significant health needs (for example epilepsy, anaphylaxis, insulin dependency, PEG fed, epilepsy) need specific training and this will be provided as required. See Students with Significant Health Needs Policy.

Aims:
- To ensure that the well being of all students is supported and that health issues are responded to appropriately.
- To ensure the medications are administered appropriately to children in our care.

Implementation:
- Children who are unwell should not attend school.
- In the event of students becoming unwell at school, parents will be contacted and may be requested to collect their child.
- All medications (with the exception of asthma medications and specific arrangements made with the Principal) are to be kept in the General Office. The Principal or nominated representative will administer all medications as per written instructions.
- Administration of medicines will be witnessed by and documentation countersigned by one other staff member to ensure the correct dosage of medication is administered to the correct student at the correct time. (Excluding asthma inhalers - see Asthma policy).
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff and should not be sent with children to school. If a child is unwell, the child should stay at home in familiar surroundings with people who can care for them appropriately.
- All parent requests for the administration of prescribed medications to their child must be in writing on the school request form provided and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage, date of prescription and time to be administered (original medications bottle or container should also provide this information).
- Requests for prescribed medications to be administered by the school ‘as needed’ will require written clarification from the parents as no medications can or will be administered without written authority as explained in point above.
- Consistent with our Asthma policy, students who provide written parent permission supported by the Principal, may carry an asthma inhaler with them.
- All Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in the register located in the General Office. On completion of medication prescriptions, documentation will be transferred to the student’s personal records file.
- 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 the official medications register. Completed pages will be returned to the student’s file on return of the excursion/camp to school.

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

This policy was ratified by School Council in June 2013
This policy is due for renewal in 2016