



Belvoir Special School

Medication

Policy

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.
- Class teachers are ultimately responsible for administering prescribed medications to children.
- Two staff members are to sign and co-sign the appropriate forms during the administration process.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff without verbal or written parent permission.
- All parent requests for prescribed medications to be administered to their child must be in writing on the form provided and must be supported by specific written instructions including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- For all verbal requests for children to be administered any medications whilst at school a First Aid Treatment Sheet (found in the Assistant Principal's Office) must be completed as well as a medication form sent home for parent to sign that day.
- Requests for prescribed medications to be administered by the school 'as needed' must be confirmed in writing by the parent/caregiver.
- All student medications **MUST** be in their original containers or a Webster pack and the label must provide the student name, dosage, frequency and method of administration.
- All medication must be stored in either a locked cupboard or filing cabinet and if a fridge is used, it must also be secure.
- 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 official log maintained by class teachers with the assistance of the Education Support Staff.
- Students involved in school camps or excursions will be administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on official forms.
- Respite medication will be kept at the office or in a secure area in the classroom during the day and will be passed onto the transport staff at home time, unless other arrangements have been made.

Evaluation:

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

This policy was last ratified by School Council on

October 24th 2018