

CSPS STUDENT MEDICATION POLICY

POLICY

Rationale:

- Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that 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:

1. While every effort is made to look after children, parents are urged not to send sick children to school. Parents will be contacted if their child is sick at school.
2. Parents need to provide the school with current emergency numbers so that they can be contacted during school hours.
3. All children must hand medication to the First Aid teacher.
4. All parent requests for the school to administer prescribed medications to their child must be in writing 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). Medication containers need to be clearly marked with: Child's name, Name of the drug, Time and dosage required.
5. Any medications that are brought to school must be kept by the First Aid teacher and administered to the child by the First Aid teacher, with the exception of medication referred to in point No.8.
6. Ongoing medications require written direction signed by a parent. This is to be shown to the supervising teacher.
7. Student medications records are to be kept in the sick bay. Including details relating to students, their prescribed medication, dosage quantities and times of administering .
8. Asthma Medication
 - Asthma sprays may be kept by children who are trained how to use them properly. This practice requires parental approval.
 - An Asthma Management Plan is required for each child with this condition. It must be formulated in consultation with the doctor and the parents. A copy must be kept at school.
9. A current list of teachers and their first aid qualifications to be maintained and kept in the sick bay.
10. Analgesics are to be treated at the school in the same manner as prescribed drugs.
11. Cough mixtures are not appropriate at school and may only be brought to school under doctor's advice tendered in writing.
12. 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. Completed pages will be returned to the official medications register on return of the excursion to school.
13. 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 review cycle.

This policy was last ratified by School Council in...

September 2011