

## **Seaholme Primary 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 that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.
- There is a need for the whole school ,community ( staff, parents & students) to be aware of the correct procedure for the administration of medication during school hours.

### **Aims:**

- To ensure the medications are administered appropriately to students in our care.

### **Implementation:**

- Children who are unwell should not attend school.
- Upon enrolment at Seaholme Primary school, a copy of the 'Medication' policy form will be given to parents / Guardians.
- The 'Medication' form will be published in the school newsletter at the beginning of each term .
- Additional copies of the policy and proforma will be available from the General Office and the school website.
- Any medication received by a teacher must be forwarded to the General Office.
- Medications will be stored in a secure location in the General Office, except self administering Asthma medication.
- Administration personnel will administer medication to students.
- Medication will not be dispensed if written instructions, as noted on the attached proforma, have not been provided by Parents/guardians. Where information is not provided, the parent is contacted and a copy of the form sent home for future reference.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the school to seek further written clarification from the parents.
- The date, time and dosage of the medication to be dispensed must be noted in the 'Medication' register that is kept in the office.
- The person administering the medication must sign and date each entry.
- Where medication is to be given three times a day, parents are encouraged, where possible, to do this in the morning, in the afternoon after school and in the evening. This will avoid the need to send medication to school.
- The school will provide a Level 2 staff member on each camp. This staff member will be designated First Aid Officer for the duration of the camp and will be responsible for the administering of medications.
- Reliever Asthma medication, such as Ventolin, will be kept in the child's bag/locker for the child to self administer provided that an Asthma Management form has been received by the school at the start of the year by the Parent/guardian.

### **Evaluation:**

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

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

**September 2008**

SEAHOLME PRIMARY SCHOOL NO. 4440

Medication during School Hours

Return Slip to School

Child's Name \_\_\_\_\_

Child's Teacher \_\_\_\_\_ Yr. Level \_\_\_\_\_

Date/s of medication to be administered \_\_\_\_\_

Name of Medication \_\_\_\_\_ Expiry date of medication \_\_\_\_\_

The dose to be given:

Please specify the type of medication eg. mls/puffs/tablets etc) \_\_\_\_\_

Time/s medication is to be administered \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Parent Guardian Contact : Ph (W) \_\_\_\_\_ (H) \_\_\_\_\_

Date \_\_\_\_\_

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Signature of Parent/Guardian

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Parent Guardian Contact : Ph (W) \_\_\_\_\_ (H) \_\_\_\_\_

Date \_\_\_\_\_