



Avenel Primary School

"Creating learners, Growing Good People, Giving Something Back"

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.

Aims:

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

Implementation:

- Children who are unwell should not attend school.
- All parent requests for the administration of medications to their child must be in writing on the form provided which is available on the website, in the handbook and in the office.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the first aid cabinet or office refrigerator, whichever is most appropriate.
- An asthma inhaler is kept on hand at the school at all times though children who need them are encouraged to carry their own.
- 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 the school office.
- 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.
- 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 three-year review cycle.

• **Date Ratified at School Council** _____ **Principal Signature** _____

School Council President Signature _____ **Review Date** _____