

Medication Policy

Purpose

Carrum Downs Secondary College is committed to the safety of all children and young people. Teachers and schools are often asked to administer medication to students. 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.

Aim

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

Implementation

- Students who are unwell should not attend school.
- A staff member with first aid training will be responsible for administering prescribed medications to children.
- All parental requests for the administration of prescribed medications to their child must be supported by instructions from a doctor or pharmacist, including the name of the student, dosage and time to be administered. The bottle or container the medication was dispensed in should provide this information.
- All verbal requests for children to be administered prescribed medications while at school must be directed to the House Leader who will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Non-prescribed medications will not be administered by school staff.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the House Leader to seek further written clarification from the parents.
- All student medications must be labelled and must be stored in the lockable store cupboard in the First Aid office.
- Pastoral Care Group teachers will be informed by the House Leader of prescribed medications for their students. Classroom teachers will release students at prescribed times so that they may visit the First Aid office and receive their medications from the First Aid officer.
- Students involved in school camps or excursions will be discreetly administered by the appropriate staff member in a manner consistent with the above procedures.
- Parents of students who may require injections need to meet with the House Leader to discuss the matter.

Evaluation: This policy will be reviewed as part of the College's review cycle

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>

This policy was endorsed by the College Council in June, 2016