

ADMINISTERING PRESCRIBED MEDICATION AT SCHOOL POLICY

Revised: 21 August 2006

PURPOSE

The administration of prescribed medications forms part of the Department's common law duty of care to take reasonable steps to keep students safe while they attend school. This duty of care is fulfilled through its staff members.

IMPLEMENTATION

When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- informing the school of the health needs of the child when they enrol or when health conditions develop or change
- liaising with the child's medical practitioner about the implications of the child's health condition for their schooling
- where medication is prescribed, ask the medical practitioner whether the medication is available in a form which minimises or eliminates the need to provide the medication during the school day.
- conveying all relevant advice and information from the medical practitioner to the school
- completing a written request form (supplied by the school) for the school to administer prescribed medication or for other support
- providing prescribed medication and 'consumables' for administration by the school in a timely way and as agreed with the Principal

Students must not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support.

Schools do not supply or administer medications in an emergency unless they have been provided by parents as part of a negotiated individual health care plan for a specific student.

It is the Principal's responsibility to ensure that all copies of the written medical advice and any other relevant documents are stored in a secure and confidential manner. It may be necessary for some information to be shared with staff in order for the school to provide support for the student.

Non-prescribed medications

In general, schools do not administer medication which has not been specifically requested by a medical practitioner for an individual student for a specific condition.