POLICY: DISPENSING PRESCRIBED MEDICATION

1. Rationale

Part of ‘Duty of Care’ suggests that children who are prescribed medication by a registered medical practitioner need to have a facility which allows that medication to be administered at nominated times.

2. Aims

2.1 For all parents, staff and children to be aware of the extent of the schools’ responsibility regarding the supervision of children who take prescribed medication.

2.2 For parents/guardians to be aware that while nominated school personnel supervise the administration of prescribed medication they are indemnified against legal action.

3. Implementation

3.1 Staff to be made aware of the school policy regarding the administering of prescribed medication.

3.2 Parents/guardians to be aware of the school’s policy re supervising children who take prescribed medication.

3.3 Parents/guardians and medical practitioners to complete and sign all the documentation relating to prescribed drugs.

3.4 It is the responsibility of the child to attend the office at the designated time.

3.5 Parents/guardians are to provide the prescribed medication in a container which designates the days of the week (one week’s dose each week). If more than one tablet is taken per day a dual tablet container must be supplied by the parent/guardian.

3.6 The container will be returned at the end of the week. If there are still tablets left at the end of the week, the container will stay in the school office and returned when all the tablets have been taken.

3.7 For parents/guardians to notify the school when the course of drugs is altered.

3.8 All documentation must be completed before any medication will be administered. A letter from parents is not sufficient.

4 Evaluation

The policy is to be reviewed annually.