

# St Francis of the Fields Primary School

## Medication to be given at School

In accordance with our "Duty of Care" teachers and staff are at all times required to safeguard children in our care. Teachers and staff are often asked by parents to administer medication and this is done in a manner that is appropriate, ensuring the safety of students, and fulfils the duty of care of staff.

First and foremost, children who are unwell should not attend school.

- All parent requests for staff to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instructions from a doctor which include the name of the student, dosage and time to be administered (original medications bottle or container should also provide this information).
- Non-prescribed oral medications (eg: headache tablets) will not be administered by school staff, unless the parent request is in writing **and** is supported by specific written instructions from a doctor.
- 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 a secure cabinet in the Administration area of the school. **Unmarked medication will not be administered.**
- Consistent with our Asthma Policy, students may carry an asthma inhaler with them.
- All completed Medication Authorisation Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in each student's file located in the school office.
- At the school office, parents are to complete a Medication Authorisation Form with specific written instructions that include the name of the student, dosage and time to be administered and must be supported by specific written instructions from a doctor.
- Parents leave the medication and instructions at the office to be placed in the fridge or secured cabinet.
- Administration staff will forward to the class teacher a school notification note that indicates the time the student is to come to the office to receive the medication. This note is to be kept on file by the class teacher. A duplicate will be maintained at the office.
- Teacher sends the student (accompanied) to the office at the appropriate time.
- Staff member (usually Administrative staff) are to administer medication, sign the school's Medication Authorisation Form and place the form in the medication folder.
- No medication will be stored in or administered from the classroom.
- Parents/carers of students who may require injections are required to meet with the Principal and staff to discuss the matter

**Bernard Kerrins & Grace Scalora**  
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# ST. FRANCIS OF THE FIELDS

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## MEDICATION AUTHORISATION

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date medication to be given	Time medication is to be given	Name of medication to be given	Dosage of medication to be given	Parent's signature authorising medication	Staff member's signature confirming medication given	<i>Print name</i> of staff member giving medication	Actual time medication given