Policy Rationale
It is important that requests by parents to administer medication for their children while at CCAE are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

Policy Aims
To ensure the medications are administered appropriately to students in CCAE care.

Procedure – CCAE Responsibility
- The Manager has agreed to be the staff member responsible for administering prescribed medications to children.
- 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 a confidential official loose-leaf medications register located in the CCAE office by the Manager in the presence of, and confirmed by, a second staff member.
- Students involved in CCAE camps or excursions will be discreetly administered prescribed medications by the ‘Teacher in Charge’ in a manner consistent with the above procedures, with all details recorded in the Teacher’s Diary. Upon return to CCAE this information will be transferred medications register.

Procedure – Client, Parent, Children Responsibility
- Clients who are unwell should not attend CCAE.
- All parent requests for the Manager to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist’s including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- All verbal requests for children to be administered prescribed medications whilst at CCAE must be directed to the Manager, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline CCAE staff responsibilities.
- Requests for prescribed medications to be administered by the CCAE ‘as needed’ will cause the Manager to seek further written clarification from the parents.
- Parents/carers of students that may require injections are required to meet with the Manager to discuss the matter.

Procedure – Administration of Medications
- Non-prescribed oral medications (eg: headache tablets) will not be administered by CCAE staff.
- 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 locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students who provide the Manager with written parent permission may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Manager of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the CCAE office and receive their medications from the Manager.

Evaluation
This policy will be reviewed bi-annually.
DATE: 

PARENT's NAME: 

ADDRESS: 

TELEPHONE:  
(Business Hours) 

Dear Manager,

I request that my child _____________________________ be administered the following medication (Child’s Name) whilst at CCAE or on excursion/camp, as prescribed by the child’s medical practitioner.

NAME of MEDICATION: 

DOSAGE (AMOUNT): 

TIME: 

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

_______________  
(Parent Signature)