



MEDICATION

LAUNCHING PLACE PRIMARY SCHOOL POLICY

Rationale

Teachers and schools are often asked by parents to administer medication for their children while at school. 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 provide staff, students and the community with a safe environment to manage and administer medication and ensure that students who are unwell are cared for appropriately.

Implementation

- Children who are unwell should not attend school
- A designated administration staff member (First Aid Officer) with Level 2 first aid will be responsible for the implementation of the medication policy
- Students privacy and confidentiality must be protected
- Encourage parents/carers to consider whether they can administer medication outside the school day, such as before and after school
- Students who have a medical condition or illness will have an individual medical management plan written and completed by the parent/carer in consultation with their medical examiner and include:
 - The usual medical treatment needed by the student at school/school activities
 - The medical treatment and action needed if the student's condition deteriorates
 - The name, address and telephone numbers for an emergency contact and the student's doctor.
- The medical management plan will be kept with the student's records and a copy kept in the First Aid Room (copy in secure office area) and a copy will be distributed to the relevant class teacher at the commencement of each school year
- The class teacher will meet with the parent/carer at the commencement of the year to revise the medical management plan
- Staff will be made aware at staff meetings of students who have individual medication management plans
- Individual medication management plans will be kept by class teachers in the class folder for Casual Relief Teachers
- All requests for the provision of medication to students requires a parent/carer to complete and sign a Medication Consent Form (see appendix 1). This form must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medication bottle or container should provide this information). This form must be handed to the Administration team at the school office, along with the medication to be administered

- Parents/carers must notify their child's classroom teacher about the completion of a Medication Consent Form so they are aware that the child must attend the office at specified times during the day to receive their medication
- Medication is not to be administered by classroom teachers
- 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 the office or office refrigerator, whichever is most appropriate
- Non-prescribed oral medications for students (e.g. headache tablets) must be supplied by the parent/carer and will not be administered by school staff unless accompanied by Medication Consent Form, completed and signed by the parent/carer
- Classroom teachers will be informed of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the staff member in charge of medication
- All completed Medication Consent 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 school office
- Students involved in school 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 on loose leaf pages from the official Medications Register. Completed pages will be returned to the official Medications Register on return of the excursion to school
- A photocopy of the medication plan must be photocopied and carried by the Teacher in Charge for all students that require medication to be administered on school camps or excursions
- Parents/carers of students that may require injections are required to meet with the Principal to discuss the management plan.

Links associated with this policy

- *DET Medication Policy*
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>
- *DET Anaphylaxis Policy*
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/anaphylaxis.aspx>
- *DET Health Support Planning Policy*
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

Evaluation

This policy will be reviewed as part of the school's three-year review process.

Policy:	Medication Policy		
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