



Ratified: Term 2, 2015  
To be reviewed: Term 2, 2018

## Medication Policy

### Purpose

The purpose of this policy is to ensure that medication is administered in the safest and most effective manner. It will clarify student, parent/guardian and teacher roles.

### Guidelines

- Teachers have a legal duty of care in regard to the physical care of children.
- Continued attendance at school, for some children, is dependent on medication. It is necessary for teachers to assist these children where appropriate to take their medication.
- Examples of illnesses and conditions that children may need medication include: asthma, epilepsy, diabetes and ADD or ADHD.
- Students should not be responsible for looking after their own medication while at school.
- The school maintains a supply of asthma medication for use in emergency. This is to be replaced by the student/s parents/guardians if used.
- Analgesics will only be administered to students with the written permission of the parent/guardian. It will be administered by the designated first aiders on staff.
- The school will not usually be responsible for the administering of rectal valium or medication by injection, or to undertake specialised medical procedures such as mouth suctioning or gastro/nasal feeding.
- Where the school has been requested by parents/guardians to undertake the above point, the principal will ensure that a detailed management plan is prepared which includes the use of local medical service such as ambulance, local doctors, community health centre, local hospital etc. This will take place prior to enrolment or on identification of a problem. The school cannot guarantee to agree to such a request.
- Sufficient personnel, such as school services officers, integration aides etc will be trained by medical personnel in the procedures mentioned in the above two points, so as to ensure the ongoing safety of the student.

## Implementation

- The Medication Management Plan will be provided by the student's parent/s guardians, and will contain the following details :
  - The usual medical treatment required by the student at school or school activities.
  - The medication treatment needed if the student's condition deteriorates.
  - The name, address and telephone numbers for an emergency contact and the student's doctor with contact details.
  - The medication, the dose, and the time it is to be given.
- Each student who has an illness or condition requiring medication will have an individual written management plan, which will be attached to the students records and kept in the office. Plans to be reviewed annually.
- Class teachers will endeavour to inform the following years teachers of any medication issues of students in their class.
- Parent/s guardians will provide the class teacher with medication in a container, clearly marked with the student/s name, the dose and the time it is to be given. The name of the medication will also be clearly marked on the container.
- It is preferred that all ongoing medication be provided in the original packaging with prescribed dosage and administration instructions from doctor. All medication in tablet form is ensure that the correct dosage is given.
- If medication for more than one day is supplied, it will be locked in the cupboard in the first aid room at the end of each day.