



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: MEDICATION

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 responsibilities of staff.

AIMS:

- To carry out the school's legal duty of care in regard to the physical wellbeing of students.
- To assist students in the control of illnesses
- To assist students where it is appropriate, to take their medication.

IMPLEMENTATION:

- Where possible, medication should be administered to your child at home at times other than during school hours
- Students are not to have any medication (including homeopathic remedies/medications) in their possession apart from asthma medication unless it forms part of a medical management plan or is advised in writing by a medical practitioner
- At no time should any medication provided for one student be administered to another student

- In the case where it is necessary for the child to keep the medication in their possession (eg asthma puffers), the parent or guardian must include this instruction in their advice to the school.
- Every student who has a known medical condition will have an individual management plan which will be outlined in the Administering Medication Authority Form (see Appendix 1)
- The Office Administration Staff are responsible for administering prescribed medications to children. If absent either the Principal, Deputy Principal or classroom teacher will administer medication and complete the documentation
- All parent requests for the Office Administration Staff 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, including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information)
- 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 in the sick bay refrigerator if refrigeration is required
- Classroom teachers will be informed by the Principal/Deputy Principal 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 Office Administration Staff
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded by the Office Administration Staff in a confidential medication register, dosage, time located in the school office. Medications can be collected by the parents from the front 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 the medications register

Procedure for Administration of Medication:

1. The student will report to the office at the required time in the company of another student. To maintain confidentiality the second student will wait in the foyer.
2. The Office Administration Staff will administer medication and complete the register. This will be witnessed and countersigned by another staff member.

3. The student(s) will be dismissed to the class or to the yard, depending on the session time.

Procedure for Medication Error:

If a student has taken medicine incorrectly the following steps should be followed;

- first aid procedures outlined in the Student Health Support Plan, or Anaphylaxis Management Plan.
- Ring the **Poisons information Line, 13 11 26** and give details of the incident and student.
- Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
- Contact the parents/guardians or the emergency contact person to notified them of the medication error and action taken.
- Review medication management procedures at the school in light of the incident.

Reference;

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

EVALUATION:

Evaluation of the Medication Policy will take place every four years or when necessary.

This policy was reviewed in 2016

The next review will be in 2020

APPENDIX 1: Administering Medication Authority Form

Student Name	
Medical Condition or Illness	
Are there any known triggers of the condition?	
Usual signs of the condition	
Usual medical treatment needed	
OR Short Term Medication dosage required (eg a short course of antibiotics) Please note <i>Implementation above.</i>	
It is <i>recommended</i> that this Request be signed by your doctor	
Medical Practitioner's signature	

Parent/Guardian Signature	
Date	

Please note, it is expected that students have already taken their first dose of a new medication under your supervision (in case of allergic reaction) and school staff do not monitor the effects of medication and will seek emergency medical assistance if concerned about student's behaviour following medication .