



MEDICATION POLICY

Policy No: 3.4

Preamble

Staffs 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, and ensures the safety and privacy of all students and staff, and fulfils the legal duty of care of staff.

Purpose

To ensure medications, if required, are administered appropriately and safely, to students in our care.

Guidelines for Implementation:

- Children who are unwell should not attend school.
- If a child becomes unwell at school the parent/carer will be contacted to collect their child.
- When a child is on **prescribed** medication but deemed well enough to attend school, a member of Staff (usually the School Nurse) will be responsible for administering prescribed and non-prescribed medications to children, while children are on the school site. If the School Nurse is not present then the Assistant Principal would undertake these duties, or nominate a staff member trained in Level 2 First Aid to do so.
- All parent requests for the administration of **prescribed** Oral Medications to their child must be in writing on the "Short term Medication" Form provided ([on website](#)), 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. All student medications must be in the original containers, and clearly labelled. The forms can be left with the school nurse in the First Aid Room or with office staff, and will be stored with the Medication Register.
- Long-term medications require a personalized log book for that student, and will follow the procedure outlined above, as for "prescribed medication".
- **Non-prescribed** oral medications (analgesics) are not stocked with the First Aid Packs or administered routinely to students. They are only given in extenuating circumstances by the Registered nurse, with written parental request and permission.
- The School Nurse will only administer **Non-Prescribed** Oral Medications, (i.e. analgesics) **if provided by** and with the written consent of the parents/guardians. In the event that such medications are administered, a medical register will be maintained by the School Nurse and a copy sent home to ensure that the student intake can be monitored.
- Medication must be stored in either the locked First Aid Cupboard, or office refrigerator, whichever is most appropriate.

- Consistent with our Asthma policy, students, whose parents have provided the school with written permission consistent with student's asthma plans, may carry an asthma inhaler with them.
- Classroom teachers and casual relief teachers will be informed by the School Nurse to release students at prescribed times so that they may visit the First Aid Room and receive their medications from the School Nurse.
- 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 medication register located in the First Aid Room in the presence of, and confirmed by, a second staff member.
- Students involved in 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 "Short-term Medication Form" and then stored with the Medication Register, upon return to school.
- Parents/carers of students that may require injections or suppositories are required to meet with the School Nurse to discuss the matter, to determine an appropriate medical management plan.
- Wales Street Primary School will maintain an emergency supply of ventolin and epipen to be used in accordance with this policy in the case that a student on an asthma plan or anaphylaxis plan does not have their personal supply at the time of emergency use.
- If a student were to take the wrong medication, the wrong amount of medication or take the medication via the wrong route, the following steps should be followed:- ring the Poisons Information Line 131126
 - :give details of incident and student
 - :act immediately upon their advice: ie: Telephone the ambulance
 - :contact the students parents/carers or the emergency contact person to notify them of the medication error and actions taken.
 - :reviewed medication management procedures at the school in light of the incident
- Reported to DEECD according to School Reference Guide Guidelines.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.
www.eduweb.vic.gov.au/referenceguide/