

MEDICATION POLICY

PURPOSE

To ensure safe and effective administration of student medication, in accordance with Department of Education and Training regulations and individual student needs.

BASIC BELIEFS

- Students will at times experience the need to have medication administered by persons other than parents, whilst within the school environment.
- Medications will only be administered to students by authorised personnel.
- All medications should be stored in a safe and secure place. (Refer to First Aid Policy).
- No staff member should administer any medication without written permission, and details of treatment, from the parent or guardian. (Refer to First Aid & Asthma Policies)

BROAD GUIDELINES

- Parents are responsible for liaising with the Business Manager or appropriate Teacher in charge of First Aid for each specific excursion/camp regarding the appropriate medication for their child.
- Parents who require medication to be administered to their child, must complete the appropriate Medication Form provided by the school.
- Medication will only be administered to students if accompanied by written and signed Medication Form from the parent/guardian. All medication must be clearly labelled using biro, with the student's name, dose required and times to be taken.
- Student medications will be placed in the care of the Business Manager or appropriate teacher in charge of First Aid for each specific excursion/camp.
- Storage of medications in the administration area will be according to the instructions on the label.
- Class teachers should notify the Business Manager or refer parents to same, whenever notes on medications are received from parents. This includes changes to routine and long-term medications.
- Where any doubt regarding medication or dosage occurs, the parents will be notified and appropriate advice received before treatment is administered.
- Unused or out of date medications will be disposed of in a safe manner, after every effort to consult with parents. The Business Manager and the Principal will confer in these cases.
- Parents will be notified if students fail to take medication.
- The first and second dose of any medication will not be administered at school as this needs to be done under medical practitioner or parent/guardian supervision.

BASIS OF DISCRETION

In emergencies where parents cannot be contacted, ambulance, medical practitioners or advanced First Aiders may be contacted for advice.

In any circumstances where parents indicate, in writing, that children administer their own medications, this will be overseen by personnel as authorised by the Principal.