

MEDICATIONS POLICY

Associated policies and documents: First Aid, Anaphylaxis

Description

All staff at Sunbury West Primary School recognise the importance of providing a safe environment for all students, staff, and parents. This includes the administration and storage of medication in a safe and responsible manner. This policy outlines in detail the school's processes and protocols the manner in which this will be achieved.

Purpose

To outline in detail, the school's processes and protocols in relation to the storage and administration of medication and to ensure that an appropriate level of due diligence is applied with regard to the safety and wellbeing of the members of the school community

Objectives

- To ensure all medication is appropriately administered.
- To ensure all medication is appropriately stored.
- To ensure appropriate parental and / or medical professional information and authorisation is obtained before administration of medication.
- To ensure all medication records are maintained and updated regularly.
- To ensure that department guidelines and duty of care is adhered to at all times
- To protect student privacy and confidentiality and avoid any stigmatism

Implementation

SHORT TERM MEDICATION (EG ANTIBIOTICS, PARACETAMOL)

1. A "Short Term Medication Permission Form" must be completed and signed by parents prior to administering the medication. All details on the form must be filled in including child's name, name of medication, dosage, period of time medication is to be taken.
2. If parents are unable to obtain a medication form the first day the medication is brought to school, a written authorisation from parents will suffice. However a school medication form will be sent home that day and will need to be completed for the continued administration of the medication.
3. Medication must come to school in the original packaging and include all prescription details.
4. Parent/child must deliver medication to the Sick Bay first thing in the morning and pick it up at the end of the day. The medication is not to remain in the child's bag or locker.
5. The staff member on first aid duty will administer the medication after referring to the medication form.

ON GOING MEDICATION (EG ASTHMA, ADHD, MIGRAINE)

1. An "Ongoing Medication Permission form" or an "Allergy Medication Permission form" must be completed and signed by parents prior to administering the medication. All details on the form must be filled in including child's name, name of medication, dosage, period of time medication is to be taken. **This form must include the doctor's signature.**
2. The "Ongoing Medication Permission form" is to be updated each time medication or dosage is altered. The form will be sent home by one of the school's first aid officers.
3. Each time new medication is purchased it must come to school in the original package which must include prescription details. The school will retain the box and provide the parents with a photocopy of the prescription details and alternative packaging for the medication.
4. First aid officers will regularly check expiry dates on all medication.
5. Parents are required to provide the school with all current information regarding the child's medication.
6. Children with Asthma, Diabetes or Anaphylaxis must have a signed health management plan from a medical professional. These will be communicated to all staff with photo identification of the students

ALLERGIES

Points 1 – 6 under the heading "Ongoing Medication" apply to allergies and respective medications.

1. All forms and photos are to be sent home for updating every February.
2. Parents are required to provide the school with all current information regarding the child's allergy.

GENERAL

1. A list of students on ongoing medication will be updated as required.
2. A list of students with allergies will be updated as required.
3. Staff on first aid duty are to complete all details in the First Aid register (sick bay folder) each time any medication is administered.
4. Medication permission forms will be stored in a folder in Sick Bay.
5. Medication permission forms are also to be used for camps.
6. **Excursions:** Arrangements for administration of medication must be considered when organising each excursion. The specified first aid officer for each excursion is responsible for collecting and administering medication whilst on excursions and must check permission forms prior to taking medication from the school. This person is also responsible for ensuring medication is kept

secure whilst on the excursion. Permission notes for excursions will require parents to indicate if their child is to receive medication whilst on the excursion.

7. All medications taken on excursions must be signed out by the teacher / staff member responsible for the collection of medication to be taken and administered on excursions and returned and signed in to the sick bay at the end of the excursion.

SELF ADMINISTRATION

1. In exceptional circumstances, or at the Principal's discretion, students may require to carry their own medication when:
 - The medication does not have any special storage requirements such as refrigeration
 - Doing so does not create potentially unsafe access to the medication by other students.
2. Written authorisation from a parent and / or medical professional is required for students who may require to carry with them, at all times medication such as asthma puffers, glucose monitoring kits (glucose monitoring kits are not deemed as medication but may be required at all times at the point of need)

Evaluation

Reviewed: 2013

A minor review will occur annually and a major evaluation of this policy will take place every 3 years.

Medication Policy 2013

Review date 2016