

# Dimboola Primary School

## MEDICATION MANAGEMENT

### POLICY

#### 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 of staff.

#### Aims:

- To ensure medications are administered appropriately to students in our care.

#### Implementation:

Children who are unwell should not attend school.

- Staff members will be responsible for administering prescribed medications to children.**
- Non-prescribed oral medications (e.g.: head-ache tablets) **will not be purchased** by the school and stored on school premises for student use. Oral medication will only be provided to students with parental approval and supply.
- All parent requests for staff to administer prescribed medications to their child must be in writing on the form provided **and must be** supported by specific written instruction including the name of the student, dosage and time to be administered (original medications bottle, blister pack or container should provide this information).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to staff, who in turn, will seek a discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school 'as needed' will cause staff to seek further written or verbal clarification from the parents.
- It is recommended that all student medications be in the original containers, labelled, have the quantity of tablets confirmed and documented, and be stored in either the first aid cabinet or refrigerator, whichever is most appropriate.
- Consistent with our Asthma policy, students may carry an asthma inhaler with them.
- 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 confidential official loose-leaf medications register located in the storeroom off the General Office. A copy will be provided to the teacher where appropriate.
- Students involved in school camps or excursions will be administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return from the camp or excursion to school.
- Parental approval is essential for students requiring painkillers such as Panadol, etc while on school camps or excursions.
- If a situation arises requiring pain relief for a student who does not have parental approval or the painkillers supplied then the teacher in charge will refer to the Risk Register for that camp/excursion.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.

#### Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

September 2017

# Medication Authority Form

for a student who requires medication whilst at school

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from section 4.5 *Student Health* in the Victorian Government School Reference Guide: [www.education.vic.gov.au/referenceguide](http://www.education.vic.gov.au/referenceguide).

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Review Date for this form: \_\_\_\_\_

**Please Note:** wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:								
Date (day, month and year)	Time	Name of medication	Tick when checked				Comments	Name of staff (please print and initial)
			Right child	Right medication	Right Dose	Right route (oral/inhaled)		

**Medication Storage**  
Please indicate if there are specific storage instructions for the medication:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Medication delivered to the school:**

- Please ensure that medication delivered to the school:
- Is in its original package
  - The Pharmacy label matches the information included in this form.

**Self-management of medication:**

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:  
 .....  
 .....  
 .....