

Student Medication Policy

Written by	<i>Education Sub-Committee</i>
Date Approved by School Council	21 May 2013

Rationale

While every effort is made to look after children, parents/guardians are urged not to send sick children to school. The First Aide Co-ordinator and other suitably qualified staff will administer appropriate first aid as necessary but cannot give medication of any kind without parents/guardians written authorisation.

Aims

- Develop and maintain a safe environment for all children
- Ensure all medications are kept in a secure place, controlled by appropriate staff members
- Control dosage of any medication needed during school hours

Implementation

- Children with on-going medication must bring a written authorisation from a parent/guardian
- All medications to be clearly marked with the name of the student; name of the drug; and the dosage required (including frequency)
- All medications must be handed to the teacher with the written permission
- Medications will be kept in a secure place and administered as per the written instructions by the First Aide Co-ordinator or other appropriate staff, with a second staff member present where possible
- If necessary, medications will be kept in the fridge
- Analgesics and cough medicines will be treated in the same manner as prescription drugs
- Each child with Asthma or Anaphylaxis requires an Asthma or Anaphylaxis Management Plan to be formulated by a doctor in consultation with parents/guardians and provided to the school
- Asthmatic sprays (such as Ventolin, Respolin or Asimol) may be kept by the children trained in their use
- Asthma and Anaphylaxis Management plans and student medication records to be kept in the Sick Bay and displayed in the staff common area
- Emergency contact numbers for parents/guardians must be current. Parents are responsible for updating personal information held by the school
- Verbal consent by a parent or guardian, e.g. via phone call will be accepted to administer medication such as paracetamol etc., for the treatment of minor ailments as deemed necessary by the First Aide Co-ordinator or other staff, with the presence of a second staff member where possible

Evaluation

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