



MEDICATION

POLICY

Rationale:

- The school has a professional obligation and duty of care to the physical well being of all students. This policy has been developed to enable students, staff and parents to have a system that enables correct protocol to be carried out with students who require medication to control chronic illness or conditions such as ADHD, asthma or epilepsy, or take prescribed drugs for a short period of time.

Aims:

- The medication policy is in accordance with the Department of Education and Early Childhood Development guidelines and under the provisions of the *Occupational Health and Safety Act 2004*.
- To identify those students with a chronic medical condition, in order to allocate authorised staff to store medications securely, assist in administering those medications and record details of when and how the medications were administered.
- Many students attending school need medication to control illness such as asthma and epilepsy, and conditions causing hyperactive behaviour. The student's continued attendance at school and benefit from education is dependent on this therapy. It is necessary that teachers, as part of their duty of care, assist students, where it is appropriate, to take their medication.
- The school does not endorse self-medication of unauthorised medications by students and staff will not dispense unauthorised medications to students.

Implementation:

- Students' families need to supply a written immunisation form on enrolment, also information about physical and health status e.g. Asthma, epilepsy, allergies, emergency contacts, family doctor, ambulance membership.
- School records, enrolment information and parent/legal guardian input will be used to inform Staff of students with chronic conditions so they will be able to monitor student health and assist in emergency situations.
- A list of students with chronic medical problems i.e. epilepsy, diabetes and anaphylactic reactions, will be maintained and displayed in sick bay and staff room with parental/legal guardian permission.
- All records and information should be filed securely by staff and confidentially maintained.
- Student medical information stored on Cases 21 should include the usual medical treatment needed at school or on school related activities.
- Staff authorised to assist with student medication, would need to store and assist with administering the medication. (This includes both the School setting and other settings e.g. camp). A record book should note: Date, Time, Name, Grade, Parent permission, Doctor's instructions, class teacher and signature of person administering and the witness.
- Students are not permitted to carry tablets or syrups for self-medication (except for asthma inhalers) within school settings and other settings.
- Students must supply written permission by their parent/legal guardian for use of throat lozenges and these must be kept by the teacher/office.

- Students requiring regular, daily medication must have a clear medication request signed by the parent/legal guardian and kept by the office. The request should detail the name of the medication, dosage rate and dosage time/s.
- It is the responsibility of the child and classroom teacher to send/attend the office for medication.
- It is the parents'/legal guardians responsibility that there is an adequate supply of medication at all times.
- To assist administering, parents/legal guardians should supply medication in a container. It is recommended that parents/legal guardians be asked to provide a dosette box with all medication in table form to ensure the correct dosage is given. A dosette box is a container specifically designed to organise the dispensing of tablets.
- If medication for more than one day is supplied, it should be locked in a cupboard, preferably somewhere other than in the classroom and not in the first-aid cabinet.
- It should be noted that substances prescribed for a particular student should be retained solely for the use of that student.
- Analgesics should only be given when supplied by parents/legal guardian with written permission and be issued by a designated member of staff who should maintain a record to monitor student intake.
- Epipens will be stored in the office in a central location unless otherwise directed by parent/legal guardian or principal.

Other medication and specialised medical procedures

- Department of Education does not expect or require teachers to undertake specialised medical procedures, including but not limited to: mouth suctioning; gastro-nasal feeding; administration of rectal valium and medication by injection.

N.B. Definition of Medicine: Any substance used to alleviate any medical condition including throat lozenges.

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 October 2014