

## MEDICATION 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 the medications are stored and administered appropriately to students in our care.

### IMPLEMENTATION

- Students who are unwell should not attend school and may be sent home.
- All parent requests to administer medications to their child, including non-prescribed medications, to their child must be in writing, form available in the office.
- All student medications must be in original containers, must be labelled and will be stored in the general office, refrigerator or stored safely in the classroom whichever is appropriate.
- Students involved in school camps or excursions will only be administered prescribed medications by a staff member or their own parent unless the medication is a self-administered on. (eg. Diabetes).
- Parents/cares of students that may require injections to administer medication will need to meet with the Principal and class teacher to discuss the matter.
- Administration of medications which are self-administered at particular times, (eg. Diabetes), or held for emergencies, (eg. Extreme allergies), will require comprehensive documentation from health practitioner in order for the appropriate protocol to be followed.
- A log will be kept of medication administered.

### MEDICATION ERROR

In the event of medicine been taken incorrectly the following actions will be taken:

- If required, in the case of **XXXXX follow** first aid procedures outlined in the child's
  - Student Health Support Plan, or
  - Anaphylaxis Management Plan
- Ring the **Poisons information Line, 13 11 26** and give details of the incident and student
- Act immediately upon their advice, such as calling an ambulance on 000, immediately if you are advised to do so.
- Contact the parents/guardians or the emergency contact person to notify them of the medication error and action taken.
- Review medication management procedures at the school in light of the incident.

*This policy will be revised during the life of the Schools Strategic Plan; 2013 - 2017*