



# Melrose Primary School

## MEDICATION MANAGEMENT POLICY

### **Rationale:**

- Many students attending school need medication to manage a health condition. It is necessary that school staff, as part of their duty of care, assist students where appropriate to take their medication. (4.5.7.2 Student Health Guidelines DET)

### **Aims:**

- To ensure that medication required by children is administered correctly as informed by instructions and advice from a medical practitioner.
- To facilitate the correct and secure storage of medications kept at school.
- To ensure that medication required as part of an existing health condition is immediately available with the student's Action Plan should an emergency occur.

### **Implementation:**

- At the commencement of each year, requests for updated first aid and medication information will be sent home including requests for any asthma management plans and high priority medical forms. Parents/Guardians will be directed to the policies and practices used by the school to manage first aid, illnesses and medications as informed by DET Student Health guidelines.
- The official DET Medication Authority Form will be used by Melrose Primary. In the case of asthma and anaphylaxis – a School Asthma Action Plan or an Action Plan for Anaphylaxis will be used instead.
- No medication (including paracetamol) will be administered to children without written permission of parents or guardians and supported by written advice of a medical practitioner on a Medication Authority Form. Analgesics such as paracetamol can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school as a standard first aid strategy.
- All medication to be administered at the school must be in the original medication bottle or container and clearly labelled including the name of the student, dosage and time to be administered. Parents may need to organise a second labelled container from the pharmacy for safe storage of medication for at home use.
- The written advice on the Medication Authority Form will match the pharmacy label.
- A student should not take his or her first dose of medication at school as the student should be supervised by the family or health professional in case of an allergic reaction.
- It is the responsibility of Parent/Guardians to ensure that their child has an adequate supply of medication for the term.



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- Medication must be delivered to the school and signed in and out by a parent or guardian only. Students will not be permitted to deliver or collect medication.
- Medication administered will be recorded in a medication log/register and signed by two staff members when administered to the student.
- Medication to be administered during school excursions and camps will be the responsibility of the level 2 first aid qualified staff member.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- Medication will be kept in a secure storage area.
- Children with conditions such as diabetes and anaphylaxis will have immediate access to the necessary medication as outlined in their action plans.
- A parent/guardian may request medication such as antibiotics to be administered at school. To minimise the quantity of medication held at school, it should be considered if the medication can be taken outside of the school day (for example medication required three times a day may be able to be taken before and after school, and before bed (4.5.7.2.2 Student Health Guidelines DET)
- If and when medication ceases, a note from the referring doctor/specialist is needed. Medication will continue until a letter is received by the school. Written notice from the doctor/specialist is required when any change in medication occurs. e.g. increasing dosage, ceasing medication.

## **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle or as DET Student Health guidelines are updated.

This policy was last ratified by School Council on

3<sup>rd</sup> May 2017

**School Council President .....Paul Barker ..... (signature)**