Administration of Medication Policy

Rationale:
It is a legislative requirement that the school ensures safe and appropriate administration of medications and responses to the needs of students who have a medical condition.

Aim
- To ensure all staff and parents/guardians are aware of procedures to be followed if a child requires medication.
- To outline and define the responsibilities of staff and parents/guardians.
- As far as practicable to provide a safe and healthy environment for all students.

Implementation:
- Ensuring a staff member is on duty with a current Level 2 first aid certificate when children are in attendance.
- No paracetamol will be administered at school by staff.

The school is responsible for:
- Ensuring medication is stored in a secure place.
- Contacting the parents/guardians during a medical emergency if required.
- Notifying parent/guardians when medication held at school is out of date.
- Taking first aid equipment on all excursions.
- Following DEECD guidelines regarding the delivery of medicines on school camps – including allocating the task to a staff member who collects and distributes medications according to that written on the original label.
- Keeping a register of all current medications held in the school.

Parents/guardians are responsible for:
- Ensuring that all medications that have been prescribed by a medical practitioner for a student must be in its original packaging, bearing the original label, instructions and the expiry date, with the prescription label on packaging.
- Physically handing the medication to a staff member and informing them, in writing of the appropriate storage for the medication provided.
- All non-prescription and over-the-counter medications must clearly be labelled with the child’s name. These must be in original packaging, bearing the original label, instructions and the expiry date.
- Ensuring that no medication or over-the-counter products are left in a child’s bag or locker, with the exception of asthma medication.
- Ensuring their child’s enrolment details are up-to-date and have provided current details of persons who have lawful authority to permit the administration of medication.
- Replacing prescription medication stored at school by the used by date.

Students are responsible for:
- Reporting to the office to receive drugs at the prescribed times.
- Be capable of administering own medication (age appropriate) under the supervision of a Level 2 First Aid Certificate Holder.

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

Date: February 2014          Ratified: March 2014          Review: 2017