MEDICATION POLICY

A situation may arise whereby staff need to supervise or assist the administration of medication for a student. The following policy provides guidelines for the administration and the storage of medication.

ADMINISTRATION
Assistance for students requiring medication at school will depend on:

• Ability of staff to meet needs of the student.
• The contribution toward care by students (self-administration), parents, teachers, other staff and community nurses.

Self-Administration
• If the child needs to take prescribed medication and can administer it themselves, a Student Medication Request/Record Form (pink) needs to be completed and returned to the school requesting the classroom teacher supervise the taking of medication. Parents who believe that their child does not need supervision must still advise the school that medication is being taken.

Teacher Administered
• If the parent feels that the child, for any reason, cannot administer the medication, the Student Medication Request/Record Form (pink) must be completed and forwarded to the school requesting the class teacher administer the medication. If all details have been completed, the class teacher will then assume responsibility for administrating the medication, which can be kept in the classroom under security or in the staffroom refrigerator.

Medication Requiring Medical Expertise
• School staff do not administer prescribed medication or treatments which require specialist training. If an emergency occurs in which medical help is not available, teachers can administer injections. Teachers are legally covered provided they:
  • Have checked the dosage prior to administration and cross checked it with another teacher
  • Ensured the injection is given in accordance with directions from student’s parent/guardian
  • Give all reasonable assistance to any first aiders, nurses, doctors etc in attendance.
  • Promptly document all actions taken
  • Always record time, date, medication, dosage, name
  • Always seek medical advice as soon as is possible.

Emergency Medication
• It is the parent/guardian’s responsibility to provide the school with adequate information regarding their child’s medical condition and steps to be taken in an
emergency. Emergency information and medication is stored in a secured cabinet in the office. Students, staff and parents should be aware of all emergency procedures.

Storage of Medication
- All medication must be properly labelled (medication, dosage, student name and frequency) and stored in a secured location. Authorised persons only have access.

Records
- All records must be kept in a secure and confidential place until the child reaches the age of 25 years. These are held with the student’s personal files.

REVIEW HISTORY
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NEXT REVIEW 2019