



DISTRIBUTION OF MEDICATION

POLICY

Rationale:

- Many students attending school need medication to control a health condition. It is necessary that staff (as part of their duty of care) assist students, where appropriate to take their medication. The school will ensure the students' privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

Aims:

- To outline the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at this school.

Implementation:

- All medications, including prescription as well as non-prescription medication, including analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription, are to be administered by school personnel. In order to ensure that the interests of staff, students and parents/guardians/approved persons are not compromised, medication will only be administered with explicit written permission from parent/guardian/approved person, or in the case of an emergency, with permission of a medical practitioner.
- When administering prescription medication on behalf of parent/carers, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered. Analgesics 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. Therefore analgesics such as aspirin and paracetamol will not be stored in the school's first aid kit.
- The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. The teachers may be required to release students at prescribed times so they may receive their medications from the principal or nominee.
- The School register will be completed by the person administering the taking of medication.

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in...

Sept 2017