



# Care to Learn Learn to Care

## Distribution of Medication Policy

### Rationale:

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

### Aim:

To provide clear guidelines and protocols for distribution of medication at Garfield Primary School.

### 1. GUIDELINES

**1.1** Our school will have an administration of medication procedure which outlines the distribution of prescribed and non-prescribed medication to students at this school.

**1.2** The student's parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the 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.

**1.3** Students will need supervision of their medication and other aspects of health care management. The school in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances

### 2. PROGRAM

All medications, including prescription as well as non-prescription medication, are to be administered by school personnel following the Medication Management Procedures of the school. 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.

**2.1** All medication administered is to be:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered

- within its expiry date
- stored according to the product instructions, particularly in relation to temperature

**2.2** 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.

**2.3** All medication must be given to the school office by parent / guardian. No medication is to be stored in students' bags.

**2.4** The principal (or nominee) administering medication needs to ensure that:

- the right child;
- has the right medication;
- and the right dose;
- by the right route (for example, oral or inhaled);
- at the right time; and
- that they write down time of administration
- permission to administer medication has been received from the child's parents/guardians/approved persons or a medical practitioner

**2.5** The Medication Administration Log will be completed by the person administering the medication.

**Ratified by School Council**

**Date: 14/11/2016**

**Principal: John Barkley**

**School Council President: Stuart Horsburgh**

**Review Date: 14/11/2017**