



## Medications Policy

### Policy Statement

This policy should be clearly communicated to all parents on a regular basis

It is recommended that every student who has a potentially serious medical condition or illness should have an individual written management plan that accompanies the student's records.

Each management plan will be provided by the student's doctor and will contain details of:

1. signs and symptoms of the medical condition
2. the usual medical treatment needed by the student at school or on school activities
3. the medical treatment and action needed if the student's condition deteriorates
4. the name, address and telephone numbers for an emergency contact and the student's doctor.

### Rationale

Many students attending school need medication to control illnesses such as asthma, diabetes and epilepsy, and conditions causing hyperactive behaviour.

As well as the professional obligation a teacher owes to students, there is also a legal duty of care in regard to the physical well being of students.

### Implementation

Children who are unwell should not attend school.

Non-prescribed oral medication (eg: headache tablets) will not be administered by school staff, unless accompanied by a written letter of consent or verbal consent. Medication is to be kept in the locked medications cupboard at the Sick Bay.

All parent requests for staff to administer prescribed medications to their child must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).

All student medications must be in the original containers, be labelled, have the quantity of medication confirmed and documented, and must be stored in either the locked first aid cabinet or refrigerator, whichever is most appropriate.

Classroom teachers will be informed of prescribed medications for students in their charge, and they will release students at prescribed times so that they may visit the school office and receive their medications from the person responsible for administration of medications on that day. (A team of staff members will share this responsibility and will be trained accordingly)

All completed Medication Requests and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in confidential official medications register located in the school office.

The First Aid Officer will be responsible for ensuring that first aid cabinets and kits are maintained and fully stocked and anaphylactic and asthma plans are up to date.



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# Croydon Hills Primary School

## References:

Student Health Guidelines Department of Education.

<http://www.education.vic.gov.au/school/principals/spag/pages/azindex.aspx>

School Policy and Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/Pages/azindexm.aspx>

## Review

As part of school's cyclical process