Doncaster Gardens Primary School
Medication Policy

Philosophical Basis:
This policy addresses Doncaster Gardens Primary School’s obligation to dispense medication in order to reasonably facilitate the attendance of students with conditions requiring medication. It acknowledges the duty of care owed by the school to the student, other students, staff and other people who access the school. The policy applies during the course of a normal school day and during school activities outside of normal school hours, including school camps and overnight excursions.

Guidelines:
- Prescribed medication required by students must be accessible to them as and when required both at school and whilst on excursions, sports days, camps etc.
- Where possible, within Department of Education and Early Childhood Development (DEECD) guidelines and with the provision of appropriate funding, Doncaster Gardens Primary School will facilitate the delivery of medical services to students. The DEECD does not expect or require teachers to undertake specialist medical procedures or to administer rectal Valium or medication by injection.
- All staff members must be made aware of the procedures for storing and dispensing of the medications they are required to administer.
- The first aid coordinator will oversee the administration of medication and liaise with parents where appropriate.
- Parents/guardians are requested to advise the school if their child requires the use of asthma medication. The student will be able to self-administer inhaled medication if practicable. Relevant information, when given to the class teacher, will ensure that an asthma management plan is in place.
- All staff members should be adequately trained in the administration of medication in emergency situations, including severe asthma, severe allergic reaction (anaphylaxis) and hypoglycaemia.
- It is the parents'/guardians' responsibility to provide the school with adequate information regarding the details of the student’s medical condition which may require specific action and/or treatment under emergency conditions.
- An emergency action plan will then be developed, if necessary, between the school, parents, family medical practitioner and school nurse/first aid person, if applicable.
- Parents must be periodically reminded of the school’s guidelines for dispensing medication, via the school newsletter.
- It is the parents'/guardians' responsibility to provide necessary medication for their student that is clearly labelled, is not out of date, and is in sufficient quantities for the student’s needs.
- A record of all medication dispensed must be kept. This should include the date, time, student’s name, substance administered, dosage and name of person administering the medication.
- All medications stored on the school premises must be kept in an appropriate locked cabinet, except for Adrenaline auto-injectors, asthma inhalers and diabetic medication.
- School staff must not administer analgesics such as paracetamol to students without written permission from the student’s parent/guardian or medical practitioner, or phone permission from the student’s parent/guardian for some diagnosed conditions, eg period pain.

Implementation:
- Staff members must not administer any medication without the proper authorisation.
- Signed documentation must be obtained from the parent/guardian and medical practitioner as appropriate and retained in the school. The authorisation to dispense medication must include the student’s name, name of the medication, dose and time/s of administration, and the prescribing doctor’s name if applicable. This documentation must accompany the medication when taken on excursions and to camps.
- Students should not bring bulk supplies of any medication to the school.
- Medication which is not labelled correctly cannot be administered.
- Students who self medicate should be supervised by a staff member.
- A first aid room will be available for use at all times.
- A locked first aid cabinet will be available in each building (except portables) for students’ medications.
- Medication permission/information/record form must be dated and signed whenever medication is administered.
- Provision should be made where practicable for medication to be administered in the presence of another adult.

Evaluation:
- This policy will be reviewed every three years as part of the policy review cycle.

May 2014