



Mill Park Primary School

MEDICATION DISTRIBUTION POLICY

Responsibility:

First Aid
Coordinator

Revised: 2017

Next Review:
2019

RATIONALE:

Many students attending school need medication to control a health condition. It is necessary that Level 2 trained 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.

GUIDELINES:

- Our school will have an administration of medication procedure which outlines the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at this school.
- 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.
- It is the responsibility of the parent/carer to collect the medication supplied to the school if it is being used between both home and school, for example antibiotics.
- The First Aid Coordinator will provide reminders in the form of a letter to notify the parent/carer if a student's regular medication is approaching its use by date or is close to being finished, for example Epipens, Ventolin, allergy medicines and any other regular medicines stored at the 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 following the processes and protocols set out in 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 or under instruction of 000 personnel.
- 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. Analgesics such as aspirin and paracetamol will not be stored in the school's first aid kit.
- Level 2 trained staff administering medication need to ensure that:
 - permission to administer medication has been received from the child's parents/guardians/approved persons or a medical practitioner
 - the **right child** has the **right medication** and the **right dose** by the **right route** (for example, oral or inhaled) at the **right time**
 - they write down what they have observed.
- 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.

Note: It is at the Principal's discretion to agree for the student to carry and manage his/her own medication.

EVALUATION:

This policy will be reviewed biannually or more often if necessary due to changes in regulations or circumstances.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- DET Medication Policy
- DET Anaphylaxis Policy
- DET Health Support Planning Policy
- Asthma Foundation Webpage

Appendices which are connected with this policy are:

- Appendix A: Medication Management Procedures
- Appendix B: Medication Authority Form