

WPS – DISTRIBUTION OF MEDICATION POLICY

For period: March 2014 – March 2017
(Previously reviewed in 2011)

Rationale:

Wandong Primary School recognises that as well as the professional obligation a teacher owes to students, there is also a legal duty of care in regard to the physical wellbeing of students. Many students attending school need medication to control illnesses such as asthma and epilepsy, and other conditions including hyperactive behaviour. The school encourages medication to be administered outside of school hours (where possible), however recognises there are times when this is not always practicable.

AIMS:

The health, wellbeing and care of students is paramount, therefore the school will endeavour to:

- ensure medication is administered as stated on the school's Medication Authority Form.
- ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.
- provide directions for appropriate storage and administration.
- ensure that original bottle or container clearly labelled with the name of the student, dosage and time to be administered
- ensure all medication administered is within its expiry date
- store medications according to the product instructions, particularly in relation to temperature

Definition:

Medication means any substance which is supplied by a pharmacist or health practitioner. The term also includes 'over the counter' and natural therapy products.

Implementation:

- All students requiring regular medication administration at school must have a Medication Authority Form and or Medication Action Plan, completed by their parent/guardian in all circumstances and, in addition, a medical practitioner for Asthma and Anaphylaxis medications.
- Parents may elect to authorise the school to administer specific medication to their child per needs basis (e.g. for headaches or mild allergies). This must be via the 'Medication Authority Form'.
- Medication must be provided to the school in a clearly marked container (preferably original packaging) and be accompanied by the prescription dosage.

Storage:

- Students are not permitted to be in possession of any medication at any time. Exceptions to this are: reliever inhalers, for use by asthmatic students.
- All medications in the school will be kept in a locked cabinet **or safe area out of the reach of children** in the Sick Bay.
- Student-specific medication will be labelled accordingly and kept for the sole use of that student.
- Staff will notify parents/carers of medication stock running low

