

# *WPS – DISTRIBUTION OF MEDICATION POLICY*

For period: May 2018 – May 2021

## 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 conditions or illnesses, including asthma, epilepsy and hyperactive behaviours. 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. **Please note:** These must be administered in view of an adult.
- 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.

## **Administration**

Prior to administering medication to a student, staff will check that it is:

- the correct student
- the correct medication
- the correct time for the medication
- the correct dose, according to parental instruction and prescription
- the correct route of administration

All medication administered will be documented on the students individual Medication Administration Log or via an electronic register.

## **Inhalents:**

- Parents or guardians of a child known to have asthma must supply an Asthma Management plan to the school.
- Parents should provide their teacher with their child's blue reliever medication and spacer at the beginning of the school year. This will be placed in a classroom asthma tub which will be taken by the grade to all specialist classes and on excursions and camps.
- If a child is unable to coordinate the use of reliever medication, parents may request that staff assist the child.
- The school will maintain a supply of Ventolin and spacers for use when children do not have their own personal reliever medication available.
- If a situation arises where a child NOT known to have asthma and experiences asthma-like symptoms, Ventolin will be given as advised in the Victorian Schools Asthma Policy for Asthma First Aid.

## **Epipens:**

Refer to the Anaphylaxis Policy.

## **Evaluation:**

- This policy will be reviewed every three years as part of the Wandong Primary School cyclic policy review.

## **CERTIFICATION**

- This policy was adopted at the School Council meeting held at Wandong Primary School on the 28th day of May 2018.

Signed:  
School Council President

Signed:  
School Principal