



Distribution of Medication Policy

Rationale

Many students attending school need medication to control a health condition. It is necessary that 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 for Implementation

- 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.
- Students will generally need supervision of their medication and other aspects of health care management. The school in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication under supervision, however this may only occur in very rare circumstances.
- 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 staff following the processes and protocols set out in the Medication Management Procedures (**see Appendix A**) 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.
- 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. Where immediate access of medication is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.
- The staff administering medication needs to ensure that the right child;
 - has the right medication
 - the right dose
 - the correct delivery (for example, oral or inhaled)
 - at the right time and

- staff record medication administered in the student log book.
- The administration staff 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.
- Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school without written permission. Therefore analgesics such as aspirin and paracetamol will not be stored in the school's first aid kit.

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

Evaluation

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

This policy was updated on October 31st 2018 and is scheduled for review in October 2021.