



## MEDICATION POLICY

September 2017

### RATIONALE

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, and ensures the safety of all students and staff, and fulfils the legal duty of care of staff.

### AIM

To ensure medications are administered appropriately to students in our care.

### IMPLEMENTATION

- Children who are unwell should not attend school.
- If a child becomes unwell at school the parent/carer will be contacted to collect their child.
- The school will not administer or supply any medication unless directed by parents in writing. All medication must be in original packaging and include the name of the student, dosage, time to be administered and a signed parent/carer consent form. This includes prescription medication, analgesics (pain relievers) and any other cough, cold or flu medications.
- All medication (with accompanying information outlined above) must be handed to the school office at the beginning of the school day. Staff within the school office shall take responsibility for the administering of medication.
- Parents of any student diagnosed with Asthma must provide the school with an Asthma Management Plan. These students may carry an asthma inhaler with them at any time.
- Parents of any student diagnosed as being at risk of Anaphylaxis must provide the school with an Anaphylaxis Management Plan.

**REVIEW:** 2020

References: Victorian Government Schools Reference Guide 4.5.2 Students and Medication

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