

MEDICATION POLICY

This policy was last ratified by School Council on **June 2014**

RATIONALE

Buninyong 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.

GENERAL PRINCIPLES / IMPLEMENTATION / RESPONSIBILITIES

JURISDICTION

- ◆ This policy applies to all students under the school's jurisdiction where school staff assume responsibility. It also refers to students on their way to and from school.
- ◆ The school will designate one person to take responsibility for the safe handling, administration and storage of medications.
- ◆ At times, the designated person may delegate medication administration responsibility to another staff member (e.g. in the case of school camps).

PROVISION OF MEDICATION

- ◆ A medication means any substance which is supplied by a pharmacist or health practitioner. The term also includes 'over the counter' and natural therapy products.
- ◆ All students requiring regular medication administration at school must have a Medication Plan, completed by their parent/guardian in all circumstances and medical practitioner when relevant.
- ◆ Parents may elect to authorise the school to administer specific medication to their child on an as needed basis (e.g. for headaches or mild allergies).
- ◆ In the case of students who do not have a Medication Plan, 'Intermittent Medication Authorisation' plan or 'Allergy Plan' requiring medication at school, parental consent will be sought via telephone and such consent recorded in the presence of two staff.
- ◆ Medication must be provided to the school in a clearly marked container (preferably original packaging) and be accompanied by the prescription dosage.

- ◆ A designated person will maintain and monitor a stock of appropriate medications for use in First Aid.

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 (refer Inhalants)
 - Throat lollies, e.g. soothers, for the relief of painful throats. However, the student must be instructed not to share with other students.
 - All medications in the school will be kept in a cupboard in the main office.
 - Student-specific medication will be labelled accordingly and kept for the sole use of that student.

ADMINISTRATION

- ◆ Prior to administering medication to a student, staff will check that it is:
 - The right student
 - The right medication
 - The right time for the medication
 - The right dose, according to parental instruction and prescription
- ◆ If a staff member is uncomfortable to administer medication for any reason they may refuse. Appropriate alternate arrangements will be made.
- ◆ All medication administered will be documented in school records. This will be communicated to parents/guardians.

INHALANTS

- ◆ Asthma will be managed according to the Victorian Schools Reference Guide.
- ◆ Parents or guardians of a child known to have asthma must supply an Asthma Management plan to the school. It is expected that this will be updated on a regular basis.
- ◆ Students should carry their blue reliever medication with them as needed. 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 experiences asthma-like symptoms, Ventolin will be given as advised in the Victorian Schools Asthma Policy for Asthma First Aid and parents will be contacted.

EPIPENS

- ◆ Anaphylaxis will be managed according to the Victorian Schools Reference Guide.

- ◆ Parents or guardians of a child known to have Anaphylaxis must supply an Anaphylaxis Management Plan to the school. It is expected that this will be updated on a regular basis.
- ◆ Parents have the responsibility to provide Epipens for students with life threatening allergies. The school is obliged to keep an emergency Epipen on the premises.
- ◆ Epipens will be stored in the main office, in an unlocked location accessible to all staff. The area is clearly labelled and Epipens are clearly marked with the child's name, class and the individual student's 'Anaphylaxis Action Plan'.
- ◆ Epipens must be taken on all excursions and camps where the student is attending.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle or as needed.