

# **MEDICATION POLICY**

## **INTRODUCTION:**

Management of student health conditions, including the administration of medication, is a courtesy provided by a school consistent with their duty of care to:

- Maximise the participation in school activities of students who require medication or special procedures for managing a health condition; and
- optimise the health, safety and wellbeing of staff and students at a school site.

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student's parent or legal guardian. Staff must follow the directions on the original pharmacy label attached to the medication container.

## **DEFINITION OF MEDICATION:**

These guidelines apply to medication prescribed by a medical practitioner, and which is considered essential to be administered at school.

School staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines. The containers for these are often blue.

## **PROCEDURES:**

- Written requests from parents/caregivers with associated guidelines and procedures from the medical practitioner are recorded and able to be retrieved quickly.
- Medication is administered directly from the original pharmacy label.
- A register is maintained for the purpose of recording all occasions when school staff administer medication including:
  - Student's name
  - Date and time
  - Name and strength of the medication
  - Dosage
  - Method of administration
  - Person who administers medication