

# STUDENT MEDICATION POLICY

## PURPOSE

Many students attending school need medication to control illnesses such as asthma, epilepsy and conditions causing hyperactive behaviour. It is necessary that teachers, as part of their Duty of Care, assist students, where it is appropriate to take their medication. It is important that the students physical well-being is maintained at all times.

## GUIDELINES

- Every child who receives medication should have a management plan provided by the student's parents and/or doctor.
- The plan should include medical treatment and action needed if a student's condition deteriorates as per the school's medication proforma.
- The name, address and telephone numbers for emergency contact must be provided to the school.
- Any medication will be stored in a safe container by the child's teacher and should remain under their control at all times. It should be placed in a safe area so it can be monitored by the teacher. Medication that needs to be refrigerated will be placed in the first aid fridge and administered to the child by classroom teacher as per instructions on pink medication form. If it is a student from the Senior or Middle School, the medication will be placed in the fridge in their area.
- Children with specific medical needs or allergies (eg. bee stings, nuts, etc) should have their details displayed in the staffroom and in the medical folder in the sick bay. Their photo will be displayed in the folder.
- Parents should supply medication in a container that gives the name of the student, the dose and the time it is to be given. The name of the medication should be clearly marked on the container. It is recommended that parents who supply medication in tablet form be placed in a daily dosage box. Medication that is liquid requires the supply of an appropriate dispensing measure.
- Medication prescribed for a particular student should be retained solely for the use of that student.
- Analgesics will only be given after a medication management plan has been completed and will be issued by the classroom teacher or other nominated member of staff who will maintain a record of student intake.
- All special procedures will be subject to individual medication management plans.
- Epi-pen – Children who have an Epi-pen will give it to their teacher on a daily basis. The teacher will place it in a safe and secure area in their office. A second Epi-pen will be kept in the first aid room with the child's name clearly marked on it. Children with these specific medical needs and allergies will have their details and a photo displayed in the staffroom and in a medical folder in the first aid room. A laminated copy of 'How to Treat a Patient Who Has Had an Anaphylactic' Attack is clearly visible in all school buildings.

The Victorian Governments Schools Reference Guide (Student Health 4.5.2) will be followed in all cases not covered by the above guidelines.

## EVALUATION

All policies will be reviewed as part of the school's cyclic review process.

This policy will be reviewed in November 2014.



COUNCIL APPROVED: \_\_\_\_\_  
DATED: \_\_\_\_\_