MEDICATION MANAGEMENT POLICY

RATIONALE
The purpose of this policy is to establish a framework and provide directions for the administration of medication to students enrolled at Patterson Lakes Primary School.

AIMS
Patterson Lakes Primary School acknowledges that the dignity, safety and wellbeing of students are central to the schools teaching. We also recognise that we are responsible and accountable for ensuring the health, safety, privacy and welfare of students enrolled at our school and acknowledge that there will be occasions when the administration of medication is necessary to support students during the course of normal school activities.

Patterson Lakes Primary School aims to:
- Provide practical support for the parents/caregivers of students who require medication during school activities.
- Maximising the participation in school activities of students who require medication or special procedures for managing a health condition.
- Optimising the health, safety and wellbeing of students.

GUIDELINES
- A parent/guardian must, in the first instance, make a written request to the school of the child/ren in question. In addition a form, provided by the school, will be required to be filled out and presented to the First Aid Officer, along with the medication for the child/ren.
- Parent/Guardian to ensure medication is not out of date and is in the original packaging/container with the student’s name, dosage and time to be taken. All medication MUST be presented to the office in the original packaging and must contain specific instructions in relation to dosage, time etc.
- Our First Aid Officer &/or authorised staff members are to dispense the medication and will accept the responsibility to give the medication to a student whilst attending school or participating in a school related activity, following such written request from a parent/guardian.
- Medications will be stored and locked in a cupboard in the First Aid Room and is only accessible by an authorised staff member.
- Oral medication will be dispensed by our First Aid Officer &/or authorised staff members, in strict accordance with instructions written on the medication container by a pharmacist at a medical doctor’s direction and has been requested by a parent/guardian in writing.
- Non-prescribed oral medications (such a panadol and other over-the-counter medications) will not be administered, in accordance with the school’s medication policy, unless the parent/guardian gives written permission, or there is authorisation from a medical doctor. The school would normally make contact with the parent/guardian first.
- An official register for the Administration of Medication to Students will be maintained and will contain a record of all occasions when medication has been dispensed to a student who is attending this school.
- Each entry in the Register is to be completed by the person authorised by the Principal to administer the medication, immediately after the medication is administered.

EVALUATION
Guidelines are updated annually and/or as per DEECD recommendations.

CERTIFICATION
This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, August 2013.

Signed…………………………………………………
School Council President

Signed…………………………………………………
Principal

Last Updated: August 2013.