



# PATTERSON LAKES PRIMARY SCHOOL

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P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

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## 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- Parent/Guardian to ensure medication is not out of date and is in the original packaging/container with the student's name, dosage and time to be taken.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.
- To minimise the quantity of medication held at school, it should be considered if the medication can be taken outside of the school day, for example medication taken 3 times a day, may be able to be taken before and after school and before bed.
- 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 as 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.

## ADMINISTERING MEDICATION

Administering: The Principal or their nominee must ensure that the correct student receives:

- their correct medication
- in the proper dose
- via the correct medication such as inhaled or orally
- at the correct time of day

A log is kept of medicine administered:

Teacher in charge of students at the time their medication is required:-

- are informed that the student needs to be medicated
- release the student from class to obtain their medication.

Recording:

A medication log or an equivalent official medications register should be used by the person administering the taking of medicine.

- supervising the administration of medication
- checking the information noted on the medication log.

Schools can observe and document behaviours for the student's medical/health practitioner.

**Note:** It is not the school's role to:

- interpret behaviour in relation to a medical condition
- monitor the effects of medication

## EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

## CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November, 2018.

Signed.....  
  
School Council President

Signed.....  
  
Principal