



## DISTRIBUTION OF MEDICATIONS POLICY

### POLICY STATEMENT

Many students attending school need medication to control a health condition. It is necessary that teachers (as part of their duty of care) assist students, where appropriate to take their medication. The school will ensure the student's privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

### GUIDELINES

Hurstbridge Primary School will have administration of medication procedure which outlines the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at this school.

The student's parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.

Students will generally need supervision of their medication and other aspects of health care management. The school in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances.

### PROGRAM

All medications, including prescription as well as non-prescription medication, including analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription, are to be administered by school personnel following the processes and protocols set out in the Medication Management Procedures (**see Appendix A**) of the school.

In order to ensure that the interests of staff, students and parents/guardians/approved persons are not compromised, medication will only be administered with explicit written permission from parent/guardian/approved persons, or in the case of an emergency, with permission of a medical practitioner.

When administering prescription medication on behalf of parent/carers, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered. Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol will not be stored in the school's first aid kit.

The principal (or nominee) administering medication needs to ensure that:

- permission to administer medication has been received from the child's parents/guardians/approved persons or a medical practitioner
- the right child;
- has the right medication;
- and the right dose;
- by the right route (for example, oral or inhaled);
- at the right time; and
- that they write down what they have observed

The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. The teachers may be required to release students at prescribed times so they may receive their medications from the principal or nominee.

Hurstbridge Primary School Medications Register will be completed by the person administering the taking of medication.

The school in consultation with parents/carers and the student's medical/health practitioner will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the school. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.

**Note:** It is at the principal's discretion to agree for the student to carry and manage his/her own medication.

## RELATED POLICIES AND RESOURCES

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**Reference: School Policy & advisory Guide: Medication**

[http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4\\_5.htm](http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_5.htm)

<http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis/schools.htm>

<http://www.asthma.org.au/Default.aspx?tabid=102>

## REVIEW PERIOD

This policy was last updated June 2019 and is scheduled for review in June 2022