



MEDICATIONS POLICY

Associated policies and documents:

Sunbury West Primary School Safety Management Procedure.

Schools of the Future Reference Guide Section 4.5.2 "Students and Medication"

Description

All staff at Sunbury West Primary School recognise the importance of providing a safe environment for all students, staff, and parents. This includes the administration and storage of medication in a safe and responsible manner. This policy outlines in detail the manner in which this will be achieved.

Purpose

- To ensure safe and responsible administration of medication.
- To ensure appropriate parental authorisation is obtained before administration of medication.

Objectives

- To ensure all medication is appropriately administered.
- To ensure all medication is appropriately stored.
- To ensure appropriate information and authorisation is obtained from parents.
- To ensure all medication records are maintained and updated regularly.

Implementation

SHORT TERM MEDICATION (EG ANTIBIOTICS, PARACETAMOL)

1. A "Short Term Medication Permission Note" must be completed and signed by parents prior to administering the medication. All details on the form must be filled in including child's name, name of medication, dosage, period of time medication is to be taken.
2. If parents are unable to obtain a permission note for the first day the medication is brought to school, a written authorisation from parents will suffice. However a school permission note will be sent home that day and will need to be completed for the continued administration of the medication.
3. Medication must come to school in the original packaging and include all prescription details.
4. Parent/child must deliver medication to the Sick Bay first thing in the morning and pick it up at the end of the day. The medication is not to remain in the child's bag or locker.
5. The staff member on first aid duty will administer the medication after referring to the medication permission note.

ON GOING MEDICATION (EG ASTHMA, ADHD, MIGRAINE)

1. An "Ongoing Medication Permission Note" or an "Allergy Medication Permission Note" must be completed and signed by parents prior to administering the medication. All details on the form must be filled in including child's name, name of medication, dosage, period of time medication is to be taken. **This note must include the doctor's signature.**
2. The "Ongoing Medication Permission Note" is to be updated each time medication or dosage is altered. The form will be sent home by one of the school's first aid officers.
3. Each time new medication is purchased it must come to school in the original package which must include prescription details. The school will retain the box and provide the parents with a photocopy of the prescription details and alternative packaging for the medication.
4. First aid officers will regularly check expiry dates on all medication.
5. Parents are required to provide the school with all current information regarding the child's medication.

ALLERGIES

Points 1 – 6 under the heading “Ongoing Medication” apply to allergies and respective medications.

1. All forms and photos are to be sent home for updating every February.
 2. Parents are required to provide the school with all current information regarding the child’s allergy.
- A list of students on ongoing medication (Pill Alert) will be updated as required.
 - A list of students with allergies (Allergy Alert) will be updated as required.
 - Staff on first aid duty are to complete all details in the First Aid register (sick bay folder) each time any medication is administered.
 - Medication permission notes will be stored in a folder in Sick Bay.
 - Students with severe asthma must carry their asthma medication (eg puffers) with them.
 - Asthma medication (puffers) is the only medication which can be stored in students’ school bags for ease of access when required.
 - Medication permission notes are also to be used for camps.
 - **Excursions:** Arrangements for administration of medication must be considered when organising each excursion. The specified first aid officer for each excursion is responsible for collecting and administering medication whilst on excursions and must check permission forms prior to taking medication from the school. This person is also responsible for ensuring medication is kept secure whilst on the excursion. Permission notes for excursions will require parents to indicate if their child is to receive medication whilst on the excursion.

Evaluation

A minor review will occur annually and a major evaluation of this policy will take place every 3 years.