



SORRENTO PRIMARY SCHOOL

ADMINISTERING MEDICATION POLICY

RATIONALE

This Policy concerns the responsibilities of school personnel in relation to requests from parents seeking assistance with the administration of medication to their children as there is no nurse or qualified health professional at the school.

GUIDELINES AND PROCEDURES

- Sorrento Primary School is obliged to comply with reasonable requests for assistance in the administration of medication resulting from the Statutory Requirements of “duty of care”.
- Sorrento Primary School has a procedure to be adhered to by all staff for the administration of medications in a safe and responsible manner.
- No prescribed medication will be administered by staff to students without a medical practitioner’s written instruction.
- No medication that does not require a prescription (including eye/ear drops, cough medicines, aspirin or paracetamol) will be administered by staff to students without a medical practitioner’s written instruction unless staff member agrees to provide said medication.
- If staff member consents then a form 3 must be completed by parents and provided to the staff member. (form 3 can be obtained from office)
- The students self-administer their own medication where capable of doing so. Where possible medication will be taken at home rather than at school.
- Where teaching staff are involved in the supervision / administration of medication, records of medications administered to students are to be maintained by the school. (form 12 form the office) These records are confidential and shall only be accessed by authorised persons at the school. (ie Admin team member or persons authorised by the Admin team).
- All staff shall respect the confidential nature of information made available to them regarding the medical condition of any student.

RESPONSIBILITIES:

The Principal, Deputy Principal or his/her Representative Shall:

- Ensure communication occurs between parents, school staff and the doctor.
- Annually request parent/guardian of students requiring medication, other than asthma inhalers, to forward a written request to the school .
- Request parent/guardian to forward the Medication instructions from prescribing Doctor to the school.
- Ensure that information from all medical forms is recorded on student record data on Integris.
- Inform classroom and specialist teachers, in writing, of the students in their class requiring medication (print out from Integris).
- Ensure that classroom and relief teachers are aware of the procedure to be followed.
- File forms until the student is 25 years of age.
- Contact parents if they are regularly failing to send medication to school.
- Ensure all Student Medical Action Plans are up to date and available to relevant staff

The Classroom Teacher Shall:

- Request the parent /guardian to forward a daily dose of medication to school in their lunchbox or a container clearly identified with the student's name and relevant instructions.
- Provide a secure, clearly labelled location for storage of medications
- Notify the Principal/ Deputy Principal if the parents are failing to send medication (eg ADD medication) to school on a regular basis or adequate documentation has not been supplied.
- Assist administration of medication where there is a written agreement to do so and maintain records of the date and dose – refer Medical instructions from prescribing Doctor or Student Medical Action Plans

The Student Shall:

- Bring his/her daily dose of medication to school in their lunchbox or a container clearly identified with his/her name.
- Place the lunchbox/container in an identified location in the classroom for storage.
- In the event of excursions, the medication will be retained in the child's lunchbox or handed to the teacher in a clearly labelled container.
- Collect the container at the agreed time.
- Administer his/her own medication if possible or present to teacher to receive.
- Not bring bulk supplies of any drug to school unless there is a written agreement – refer Medical instructions from prescribing Doctor.

Reference: Administration of Medication Policy and Procedures 1997

Reviewed Feb 2017