



## Medication

### 1 PURPOSE:

The purpose of this policy is to ensure that all students and members of our school community understand:

Pinewood Primary School Medication Policy has been developed to ensure that the administration of medication is in accordance with DET policy and the requirements of each individual student.

Under the provisions of the *Occupational Health and Safety Act 2004* as well as the *Disability Discrimination Act 1992* (and the *Disability Standards for Education 2005*) and according to the Department's duty of care obligation to students (*VGSG 4.6.1.2 and 6.16.1*), schools are required to ensure students feel safe and supported at school. This includes supporting and responding to the health care needs of students.

### 2 SCOPE:

The school will follow the guidelines outlined in the VGSRG.

This policy should be read in conjunction with the school's other policies relating to student health and wellbeing, especially the First Aid Policy and Severe Allergic Reactions Policy.

This policy applies to the administration of medication to all students.

It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

### 3 POLICY IMPLEMENTATION

- Children who are unwell should not attend school.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff without written permission by the parent and correct dosage labelling.
- All parent requests for the School Nurse/Principal's nominee to administer prescribed medications to their child must be in writing on the form provided, and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the School Nurse/Principal's nominee, who in turn, will seek a written request from parents to confirm details of the request and to outline school staff responsibilities.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked first aid cabinet or first aid refrigerator, whichever is most appropriate.
- Classroom teachers will be informed by the nurse of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the School Nurse or the Principal's nominee.
- All completed Medication Request Forms will be kept and recorded in a confidential medication register located in the school first aid room by the School Nurse/Principal's nominee. The Medication Request Form must be signed and dated by the School Nurse/Principal's nominee in the presence of the consenting parent. At the completion of administering the medication, a record will be attached to the Medication Request Form. The record will include: name of the student, date, time, dosage and the staff member's signature.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Designated Teacher' in a manner consistent with the above procedures, with all details recorded on the official medications register. Completed pages will be returned to the official medications register on return of the camp or excursion to school.

- Parents/carers of students that may require injections are required to meet with the School Nurse/Principal's nominee to discuss the matter.
- Students with asthma are permitted to have their medication with them at all times.

Pinewood Primary School will not:

- in accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student, except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

#### 4 Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

#### 5 COMMUNICATION

This policy will be communicated to our school community in the following ways:

Included in staff induction processes

- Available publicly on our school's website
- Included as annual reference in school newsletter
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Made available in hard copy from school administration upon request

#### 6 FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Medication Policy](#)
- [First Aid for Students and Staff Policy](#)

**Created date**

*August 2023*

**Consultation**

Consultation was sought from School Council and the School Community in the development of this policy

**Next review date**

*August 2026*

- This policy was ratified by School Council on

**12<sup>th</sup> September 2023**