**POLICY DETAILS**

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| **Policy Title** | Curriculum Framework Policy |
| **Approved Date** | 12th August 2021 |
| **Next Review** | 1 February 2024 |

**RATIONALE**

To ensure the medications are stored and administered appropriately to students in our care. This topic relates to all medications including prescription and over-the-counter medication.

**AIMS**

To provide a safe and healthy school environment that takes into consideration the needs of all students, including those who need medication.

**IMPLEMENTATION**

Darraweit Guim Primary School has a medication management policy that outlines the school’s processes and protocols to protect student privacy and confidentiality, meet their duty of care by assisting students to take their medication where appropriate and ensuring all medication is;

* in its original container and bears the original label with the name of the student and information on the dosage and time to be administered
* accompanied by written directions including advice for storage and administration
* within its expiry date
* stored according to the instructions, particularly in relation to temperature

When administering medication the principal, or their nominee, must ensure that the correct student receives the proper dose of the correct medication, that a record of the administration is kept in a log and that the student’s teacher is notified for why they are taken out of class.

Darraweit Guim Primary School uses the practice to have two staff members:

• supervising the administration of medication

• checking the information noted on the medication log.

Darraweit Guim Primary School encourages parents or carers to consider whether they can administer medication outside the school day, such as before and after school and before bed.

If an error is made and a student incorrectly takes medication, the school will follow the procedures set out in this policy.

Children who are unwell should not attend school.

1. Non-prescribed oral medications (eg: head-ache tablets) will only be administered by the school with written parental permission clearly stating the medication and it’s dosage.
2. All parent requests for the designated staff member to administer prescribed medications to their child must be in writing and must be supported by specific written instruction from the medical practitioner or pharmacist’s including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
3. All written requests for children to be administered prescribed medications whilst at school must be directed to a designated staff member.
4. 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 office, first aid cabinet or refrigerator, whichever is most appropriate.
5. All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential medication register located in the school office.
6. Students involved in school camps or excursions will be discreetly administered prescribed medications by the ‘Teacher in Charge’ in a manner consistent with the above procedures, with all details recorded in the official medications register. Completed pages will be returned to the medications register on return of the excursion to school.
7. If a student requires an Asthma inhaler they may carry it with them as required.
8. Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.

Over-the-counter medications (including paracetamol) require a medication authority form, even if the student is carrying or self-administering their medication.

The school should obtain written permission for the student to carry their medication, from the medical or health practitioner, or the parents or carers, preferably recorded in the medication authority.

If a student takes medicine incorrectly schools must respond in the following way:

* if required, follow first aid procedures outlined in the:
  + student health support plan, or
  + anaphylaxis management plan
* ring the Poisons Information Line [13 11 26](tel:131126) and give details of the incident and student
* act immediately upon their advice, such as calling an ambulance (on [000](tel:000)) immediately if you are advised to do so
* contact the parents or carers or the emergency contact person to notify them of the medication error and action taken
* review medication management procedures at the school in light of the incident.

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

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

**POLICY REVIEW**

This policy will be reviewed in conjunction with the school Principal regularly by the elected School Council. Any changes will be made in accordance to the Victorian Education Department and VRQA guidelines. All revisions will be documented.