



DISTRIBUTION OF MEDICATION POLICY

Rationale:

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 students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatization.

Aims:

- To administer medication to students, when necessary, safely and responsibly.
- To ensure Diamond Creek Primary staff store and administer medication correctly. This relates to all medications including prescription and non-prescription medication.

Implementation:

- 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 the class teacher, Principal or Business Manager. 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 on the Individual Management Plan Request to Administer Medication form 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:
 - 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
 - permission to administer medication has been received from the child's parents/guardians or a medical practitioner on the Individual Management Plan Request to Administer Medication form.
- All medication will be administered in the Admin area (First Aid Room) so teachers may be required to release students at prescribed times so they may receive their medications.
- The School register will be completed by the person administering the taking of medication.
- Note: It is at the principal's discretion to agree for the student to carry and manage his/her own medication.

Evaluation:

- This policy will be reviewed as per the school policy review schedule.