

Medication Policy



Help for non-English Speakers.

If you need help to understand the information in this policy, please contact Miners Rest Primary School on 03 5334 6328 or miners.rest.ps@education.vic.gov.au.

Rationale:

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfills the duty of care of staff.

Purpose:

To ensure the medications are administered appropriately to students in our care.

Implementation:

- Children who are unwell should not attend school.
- A staff member will be responsible for the implementation of the medication policy.
- Non-prescribed oral medications (e.g.: headache tablets) will not be administered by school staff, without the written consent of the parents/caregiver.
- All parent requests 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 including the name of the student, dosage, expiry date and time to be administered (original medication bottle or container should provide this information).
- 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 First Aid Room or refrigerator, whichever is most appropriate.
- All medication needs to be given to the office by a parent and collected by the parent if required. Students are not permitted to carry medication at any times.
- Classroom teachers will be informed 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 staff member in charge of medication.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be recorded on Sentral.
- 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 on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.

- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.
- Students who have a medical condition or illness will have an individual medical management plan written and completed by the parent/caregiver in consultation with their medical examiner and include:
 - The usual medical treatment needed by the students at school/school activities
 - The medical treatment and action needed if the student's condition deteriorates.
 - The name, address and telephone numbers for an emergency contact and the student's doctor.
 - The medical management plan will be kept with the student's records and a copy kept in the first-aid room and a copy will be distributed to the relevant class teacher at the commencement of each school year.
 - The class teacher will meet with the parent/caregiver at the commencement of the year to revise the medical management plan.
 - Parents are encouraged to discuss medical issues with staff.
 - Staff will be made aware at staff meetings of students who have individual medication management plans.
 - Individual medication management plans will be kept by class teachers in the front of their role for Casual Relief Teacher's information.

Communication:

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

- Available publicly on school website
- Included in staff induction processes
- Included in the MRPS Operations Guide
- Annual reference in school newsletter
- Hard copy available from school administration upon request

Evaluation:

Policy last reviewed	February 2024
Consultation	School Council, Administration Staff and First Aid Staff
Approved by	Principal
Next scheduled review date	Before February 2028, or following a critical incident.