



Morwell Central Primary School

Medication Policy 2022



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 51365568.

Background:

There may be occasions where due to illness students are required to take medication during school hours. In these situations, medication will be administered to the children with the parent's permission by school staff under strict supervision, in order to ensure the safety and well-being of the children.

This medication policy has been designed to support the management of medication and medical care in our school and to support individual pupils with medical needs.

Purpose:

The aim of this policy is to provide a safe and efficient procedure for the administration of medication to ensure the school is storing and administering medication correctly.

Any student who requires medication to be administered by the school will need to complete a 'Medical Authority Form'. This needs to be completed by the student's parent/guardian as advised by their medical or health practitioner.

Medication to treat Anaphylaxis, Allergy and/or Asthma does not need to be accompanied by the Medication Authority Form as this is covered by the student's health plan.

Responsibilities:

Parents and carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed.

Parents will:

- Ensure that their child is well enough to attend school
- Deposit any medication to the office with office staff for counting and recording
- Ensure that medication is in the original container with the label clearly readable with the child's name on it
- Provide any instructions that are related to the use of the medication
- Complete a Medical Consent form giving permission to administer of the medication. (See Appendix 1). The note must indicate how the medicine is to be stored during the day, the amount to be given, and at what time the medicine is to be administered. The medication is to be taken home at the end of the day.

The school will:

- Regularly update medical information forms to inform staff of any new medical conditions that require medication
- Use the Individual Medical Log to record the nature, frequency and dosage of medication.
- Inform all new staff of the Medication Policy and procedures.

Staff will:

- Support student/s requiring the administration of medication.
- Administer medications to students as per the information stated on the Medication Consent Form and record all medication in the student's Individual Medical Log.

Administration:

No medication is to be received in classrooms, and no verbal advice taken. All medication must be recorded and signed in at the office on a Medication Consent Form. When medication is brought to the office, it is counted and recorded with the parent and office staff. Office staff will put all medication in the medication box, with the accompanying completed Medication Consent Form. If medication is brought to school without a consent form, the parent or carer must be contacted and written permission obtained.

Ventolin is the only medication to be administered at the school without consent on a Medication Consent Form of the parent/carers.

The Principal at Morwell Central Primary School will nominate ES Staff to be responsible for administering medication to students. Students who receive medication will go to the assigned area when the bell sounds at 12.00pm.

ES Staff administering medication needs to ensure that the right child receives:

- Their correct medication.
- In the proper dose.
- By the right method such as oral or inhaled.

Each time medication is given to a student it will be recorded in an individual Medication Log (See Appendix 2)

The school will not:

- 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 family or health practitioner.
- Allow the use of medication by anyone other than the prescribed student.

Storage of Medications:

All medications are stored securely in a locked cupboard in the sick bay. If medication requires refrigeration it should be stored in a separate, sealed, and labelled box in the fridge in the sick bay.

Emergency Action Plan For Students with Medical Conditions:

In an emergency arising from asthma, diabetes, serious allergic reaction etc the teacher in charge is to immediately consult with a trained first aid person and the principal where:

- An ambulance will be called for it thought necessary by the above personnel.
- In cases of emergency contact with parents, ambulance and hospital will be made.
- All incidents must be recorded in the Accident Register.

COMMUNICATION

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter and via the school Facebook page
- Hard copy available from school administration upon request

Evaluation:

The policy will be evaluated by office staff, teachers and parents by observing whether the objectives of the policy are being met.

This Medication Policy will be reviewed as part of the school's four-year review cycle or earlier as required.

Appendix 1

MORWELL CENTRAL PRIMARY SCHOOL



Medication Authority Form

for a student who requires medication whilst at school

Please only complete those section in this form which are relevant to the student’s health support needs

Student’s Name: _____ Date of Birth: _____

Homeroom: _____

Medication required:				
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg, orally/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

Medication Storage

Please indicate if there are specific storage instructions for the medication:

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Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form.

Authorisation:

Authorisation:
Name of Parent/Carer
Signature:
Date:

