

Medication Policy

RATIONALE

Some Dandenong Valley SDS students require medications whilst at school. It is important that medications are managed in a manner that is appropriate, ensures the safety of the students and fulfils the duty of care of staff and meets DET procedures.

AIMS

- To ensure medications are administered appropriately to Dandenong Valley SDS students.
- To keep appropriate records of all medications administered on a daily basis.

IMPLEMENTATION

- All parent requests for the staff to administer prescribed medications to their child must be in writing on the form provided by the school and must be supported by specific written instruction from the medical practitioner or pharmacists. It must include the name of the student, dosage and time to be administered (original medications bottle or container should provide this information). Information will be copied and kept on file.
- Parents/carers of students with complex medical needs are required to meet with the Principal and relevant staff members to discuss and document issues and procedures. Specific training of staff will be provided if required.
- All medication request forms and details relating to students, their prescribed medication, dosage and times of administering will be kept and recorded in a medication register located in the office.
- A staff member will be responsible for collecting all information required by the school, ensuring the medication register is up to date. Two staff will be responsible for appropriate storage of medication and distribution into dosette boxes.
- All student medications must be in the original containers, be labelled, have the quantity confirmed and documented and must be stored in either the office in a locked cupboard or staff refrigerator until the time of administration (unless it has been collected by staff to take on an excursion). Some medications can be stored in a secure place in the classroom if the principal has given prior approval.
- Requests for additional medications or changes to regular medication dosage will be documented and signed by parents using the medical variation form.
- Classroom teachers will be informed of the prescribed medications for students in their charge and will collect them from the office area prior to administration, signing the medication register.
- Staff must check the medication against the register and container before administering it to the child in the presence of a second staff member who should countersign the register.



- Classroom teachers will keep a classroom medication register, which details the child's name, and the time the medication is administered each day. Classroom staff will sign and witness in the register after giving the child the daily medication.
- Students involved in school camps or excursions will be administered prescribed medications by the teacher in charge in a manner consistent with the above procedures, with all details recorded similar to that of the official register. These details will then be kept with the official register on return from the camp.
- Class teachers will store and carry asthma inhalers with them for asthmatic students and administer them as required.

EVALUATION

The program and policy will be reviewed annually to ensure that:

- the aims of the policy are appropriate to the needs of the school population
- appropriate and sufficient resources are available
- the policy reflects the School Strategic Plan
- program goals are consistent with the policy
- the program meets the needs of individual students.

Ratified by School Council: 20th August 2014

Last Reviewed: April 2018

