



# Dingley Primary School

## Administration of Medication and Care Arrangements for Ill Students with Medical Conditions Policy

### 1. Rationale:

- 1.1. The school is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfil their duty of care in relation to any medication requirement.

### 2. Aims:

Dingley Primary School aims to:

- 2.1. Assist students to administer medication in accordance with Department's policies and procedures in relation to the administration of medication for students
- 2.2. Ensure health information about students is managed sensitively and in accordance with this policy.

### 3. Implementation:

- 3.1. All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out a Medication Authority Form and with the relevant documentation from the student's medical/health practitioner.
- 3.2. In the case of an emergency, medication can be administered with the permission of a medical practitioner.
- 3.3. Medication to treat asthma or anaphylaxis is administered in accordance with student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.
- 3.4. All medication to be administered at school must be:
  - 3.4.1. accompanied by written advice providing directions for appropriate storage and administration
  - 3.4.2. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
  - 3.4.3. within its expiry date
  - 3.4.4. stored according to the product instructions, particularly in relation to temperature.
- 3.5. If necessary, Dingley Primary School will clarify directions about medication from the student's parents/guardians.
- 3.6. The principal (or nominee) administering medication must ensure that the correct student receives;
  - 3.6.1. the correct medication, and is witnessed
  - 3.6.2. in the correct dose
  - 3.6.3. via the correct method (such as orally or inhaled)
  - 3.6.4. at the correct time of day
  - 3.6.5. a log is kept of the medicine administered
  - 3.6.6. Medication Authority Form has been completed
  - 3.6.7. Complete the medications register.
- 3.7. The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.
- 3.8. Medication will be stored in accordance with instructions provided in the Medication Authority Form, in a secure location accessible by staff.
- 3.9. Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

### 4. Resources:

- Department Policies
- 4.1. DET Medication Policy
  - 4.2. DET Anaphalaxis Policy
  - 4.3. DET Health Support Planning Policy
  - 4.4. Health Care Needs
  - 4.5. DET Specific Condition Support
  - 4.6. SPAG - Asthma
  - 4.7. SPAG - Asthma First Aid Kits

### 5. Evaluation:

- 5.1. This policy will be reviewed as part of the school's three-year review cycle.  
Review Date: 2020

This policy was last ratified by School Council in: **June 2017**