



Dingley Primary School Medicines Management Policy

1. Rationale:

- 1.1. To provide staff and parents/carers of Dingley Primary School with processes and protocols in regard to the management of medication required to be administered and stored at school.

2. Aims:

- 2.1. To ensure that medication needed to be administered to a student during school hours, either for a short or long term is stored, administered and recorded appropriately.

3. Implementation:

- 3.1. The **role of parents/carers** of students who require medication to be kept at school either for a short or long term period is to:
 - 3.1.1. Inform the student's teacher of the student's diagnosis and reason for medication
 - 3.1.2. Provide the office with the medication and complete a School Medication Permission Form and/or plan (in the case of Asthma and Anaphylaxis)
 - 3.1.3. Make sure that medication when handed in to the office or teacher is in its original packaging and is labelled with the student's name and home group
 - 3.1.4. Ensure that medication is and remains within its expiry date
 - 3.1.5. Collect the medication from the office on completion of either the short or long term period advised
 - 3.1.6. Provide the Before and After School Care provider, if necessary, with any medication needing to be administered before or after school hours separate to the medication being stored by Dingley Primary School
 - 3.1.7. Ensure that the student is not allergic to the medication provided especially in the case of new medication. The first dose of any new medication should be administered at home.
- 3.2. The **role of the office/first aid staff** is to:
 - 3.2.1. Provide parents/carers with a School Medication Permission Form and/or other appropriate plan required to be completed (e.g. Asthma or Anaphylaxis)
 - 3.2.2. Notify the student's teacher and/or appropriate staff member(s) of the student's medication requirement once School Medication Permission Forms and/or plans have been completed
 - 3.2.3. Store or arrange for the medication to be stored as per instructions on School Medication Permission Form and in accordance with DET guidelines
 - 3.2.4. Copy School Medication Permission Form and/or Plan. Original to be filed in the sick bay in First Aid folder and the copy must be stored with medication in a container with student's photo visible
 - 3.2.5. Liaise with parents/carers regarding medication administration and storage and to monitor expiry dates of medication
 - 3.2.6. Maintain records of Medication Logs and School Medication Permission Forms.
- 3.3. The **role of teaching and/or support staff** is to:
 - 3.3.1. Direct parents/carers to the office to fill out a School Medication Permission Form when medication is required to be administered during school hours
 - 3.3.2. Ensure that they collect the medication from the office and administer the correct dose to the right student at the nominated time as per the instructions on the School Medication Permission Form accompanying the medication in the presence of a witness.
 - 3.3.3. Ensure that they do not administer any medication that is not accompanied by either a completed School Medication Permission Form if required.
 - 3.3.4. Accurately record the administering of the medication on Medication Log and have it witnessed.
 - 3.3.5. Contact the Poisons Information Line on 13 11 26 should a wrong dosage be given and notify the parent/carer of the error and action taken.
 - 3.3.6. Maintain the privacy of the student.
 - 3.3.7. In the event of camps/excursions medication to be collected from and returned to the office.
 - 3.3.8. Medication is to be administered as per the School Medication Permission Form stored with the medication.



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4. Legislation:

- 4.1. Working with Children Act 2005

5. Resources:

- Poisons Information Line 13 11 26
- DET – Medication Policy
- DET – Medication Authority Form

6. Evaluation:

- 6.1. 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**