



ABERFELDIE PRIMARY SCHOOL

MEDICATION POLICY

Rationale:

To provide a safe environment for all students, staff and visitors to Aberfeldie Primary School.

Aims

To ensure schools store and administer medication correctly. This topic relates to all medications including prescription and non-prescription medication.

Implementation

- The school will obtain written advice on a Medication Authority Form for all medication to be administered by the school. The form should be completed by the student's parents/guardians and/or medical/health practitioner. The Medication Authority Form must clearly state the student name, medication type, dose and time to be administered and signed and dated.
- It is preferred that medication is in its original packaging.
- Medication can only be administered to students by staff authorised to do so by the Principal.
- The school will not divide tablets. It is the parent's responsibility to present the medication in the correct dose.
- If there are any concerns/queries about medication, parents must be contacted before administration and the Principal or Assistant Principal advised of the situation.
- Medications will be kept in a secure locked location in or adjacent to the general office. Medications that may be required very quickly in an emergency, such as an EpiPen, or that require refrigeration, such as antibiotics, will be stored in the school office area, accessible to relevant staff members and not locked.
- Instructions for administration of long-term medication (14 days or more) must include a recent photograph of the student that will be stored with the medication.
- A written record must be kept of all medications administered at the school.
- If for any reason there is doubt about a dose taken, parents must be contacted immediately. If parents are not available emergency services must be called. Telephone numbers will be available in general office.
- Either the Principal or Assistant Principal must be notified immediately if any of the above procedures are not followed.
- Students with diabetes and allergies will have their own individual plans. Please see Diabetes Policy and Anaphylaxis Policy.

Evaluation

This policy will be reviewed every three years as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

14 Dec 2015

References: Department of Education and Early Childhood Development
School Policy & Advisory Guide: Medication

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>



Medication Authority Form

for a student who requires medication whilst at school

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from section 4.5 *Student Health* in the Victorian Government School Reference Guide: www.education.vic.gov.au/referenceguide.

Please only complete those sections in this form which are relevant to the student's health support needs.

Student's Name: _____ Grade: _____ Date of Birth: _____

Medic Alert Number (if relevant): _____ Today's Date: _____

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

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
				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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References: Department of Education and Early Childhood Development
School Policy & Advisory Guide: Medication

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

Medication delivered to the school

Please ensure that medication delivered to the school:

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

Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

Authorisation:

Name of Medical/health practitioner:

Professional Role:

Signature:

Date:

Contact details:

Name of Parent/Carer or adult/independent student:**

Signature:

Date:

If additional advice is required, please attach it to this form

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5).