



Distribution of Medication

POLICY

Definition

The School recognises that:

- The need will arise for medication to be administered during school time
- Staff will be required to administer medication to students
- Some students will require ongoing medication

Rationale

Richmond Primary School (RPS) is committed to providing a caring, friendly school environment for all our students and staff so that they can learn and teach in a safe and secure atmosphere. All students and staff have the right to feel safe and know that they will be attended to with due care when in need of first aid with particular reference to receiving medication.

Aims

To provide, as far as practicable, a safe and supportive environment in which students in need of medication can receive it in a safe and controlled environment under effective teacher supervision.

To ensure that each staff member has adequate knowledge about distribution of medication and the school's policy and procedures in ensuring safety of students and their health needs.

Guidelines

Short term medication administration (Up to and including 10 school days)

- All medication must be handed to the school office by the child's parent/guardian who will consult with school staff who are assigned to administer medication.
- All medication must be labelled with the student's name.
- Parents must complete a Medication Authority Form which is available at the school office, the school website or on the DEECD website (<http://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx>), with details of:
 - Child's name
 - Name of medication
 - Dosage
 - Time of administration
 - Administration details (e.g. with food)
 - Parent's/Guardian's signature
 - Date
 - Contact number of parent
 - Contact number of doctor
- The school staff will retain all notes relevant to student medication and return any unused medication.

- **School staff will not provide/administer medication without correct written and signed permission.**
- Administration of medication will be documented and documentation stored in a folder in the First Aid room. This documentation will be retained at the school as per the Department's Disposal Schedule.
- The School will not provide students with analgesics such as Paracetamol, Aspirin or Disprin without the written and signed consent of parents/guardians, in accordance with the above guidelines.
- The School will provide a secure first aid cabinet/fridge, including spare asthma inhalants and spacers, located in the First Aid Room.

Long term medication administration/Management Plans (more than 10 school days)

- All medication must be handed to the classroom teacher who will consult with school staff who are assigned to administer medication.
- A register will be set up for long term medication.
- All medication must be labelled with the student's name.
- Parents must complete a Medication Authority Form with details of:
 - Child's name
 - Name of medication
 - Dosage
 - Time of administration
 - Administration details (e.g. with food)
 - Parent's/Guardian's signature
 - Date
 - Contact number of parent
 - Contact number of doctor
- A Management Plan from a doctor will be required and retained in the First Aid Room and Principal's Office.
- **Teachers will not provide/administer medication without correct written and signed permission.**
- The Principal or nominee will not administer medication without a completed Management Plan.
- Management Plans must be updated at the beginning of each school year and during the year if there are changes of medication.
- Administration of medication will be documented and documentation stored in a folder in the First Aid room. This documentation will be retained at the school as per the Department's Disposal Schedule.

Evaluation

This policy will be reviewed as part of the school's Strategic Planning and Review cycle.