

MEDICATION MANAGEMENT POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

RATIONALE

Schools are often asked by parents/carers to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, to ensure the safety of students, and fulfil the duty of care by staff.

GUIDELINES

The Currajong School has an administration of medication procedure which outlines the school's processes regarding the management of prescribed and non-prescribed medication to students at this school. The student's parent/carer may wish to supply medication to be administered by staff at the school. Students will be supervised during the administration of medication.

IMPLEMENTATION

- Staff members of The Currajong School will be responsible for the administering of medications to students. At our school this is done by the Administration Team.
- All parent/carer requests for the school to administer medication must be in writing on the form provided (School Medical Permission Notice) including the student's name, name of medication, dosage to be administered, time to be administered and signed by the parent/carer. A copy of this signed form will be kept in the Student Medical file in the office.
- All student medication must be in a named dosette container or in a named container from the pharmacist. Non-prescription medication must have the student's name clearly labelled on the container.
- All student medication is to be delivered by the parent/carer to the office staff which will then be locked in the medicine cabinet within the office or if required will be kept in the administration refrigerator.
- Students involved in off-site excursions will be administered medications by a staff member in a manner consistent with the above guidelines.
- Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Administered form as it is covered in the student's Action Plans.

References:

Appendix A - Procedures to Administer Medication

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.

PROCEDURES TO ADMINISTER MEDICATION

SCOPE

These procedures apply to all students in all classes. They cover on campus and off campus activities endorsed by the school.

PURPOSE

The purpose of these procedures is to ensure that when school staff agree to administer medication they comply with the principles of duty of care, following the Medication Management Policy of the school.

PROCEDURE DETAILS

- Authorisation by the parent/carer is to be received to the school in writing on a School Medical Permission Notice. A copy of this notice is kept in the student medical folder located in the school office.
- All student medication is to be handed in to office staff. Students are not to have medication in their possession at any time.
- The School Medical Permission Notice is attached to the Medication Administered form kept in the administration office.
- Named medication is kept in the locked medicine cabinet in the administration office or the administration refrigerator if required.
- A staff member administers the medication to the student at the time and the correct dose as signed by the parent on the School Medical Permission Notice.
- The staff member signs the Medication Administered form in the administration office at the time of giving the student medication.
- The medication is then returned to the secure storage location.
- Empty dosette containers are returned to the parent/carer. Unused medication is returned to the parent/carer as requested.
- Staff will receive training in the administration of medication for asthma and anaphylaxis.
- All medication is to be kept in a secure storage cabinet with the exception of EpiPens and Asthma inhalers.
- Medication required on off-site activities is to be stored in the staff backpack and recorded on the transport form.

