



WATSONIA HEIGHTS PRIMARY SCHOOL MEDICATION and MEDICAL MANAGEMENT POLICY

RATIONALE:

At Watsonia Heights Primary it is the school's responsibility to consider the Health and Wellbeing of all its students. It is important that school staff and parents are confident of the school's capacity to appropriately manage students who have been identified with a medical condition.

PURPOSE:

The purpose of this policy is to provide guidelines for teachers and parents as to the dispensing of medication at school.

IMPLEMENTATION:

1. Students with a medical condition or illness requiring on-going or emergency medication will have an individual written management plan which is attached to the student's records. The management plan will be provided by the parents and doctor and will contain details of:

- the usual medical treatment needed by the student at school or on school activities.
- the medical treatment and action needed if the student's condition deteriorates.
- the name, address and telephone numbers for an emergency contact and the student's doctor.

2. If teachers are required to assist students to take medication, children with oral medication **must** bring written directions and have parents sign their consent for the teacher to assist the student to take this at the appropriate time.

Medication containers must be clearly marked with:

- 1) student's name;
- 2) the name of the medication (clearly marked on the container and the medication in its original packaging);
- 3) the dosage required and its frequency;
- 4) the time that it needs to be administered.

If clear written instructions are not provided by parents, and they cannot be contacted by phone, the medication will not be given to the student. Parents will be advised if this occurs. An exception to this would be in the case of asthma symptoms and the use of a broncho-dilator, or in the administration of the epi-pen

3. If medications are brought to school they **must** be given to the classroom teacher who will organise for them to be housed in:

- a) a locked cupboard in the classroom, First Aid Room or Office
- b) Staffroom refrigerator, if required.

This is with the exception of asthma sprays, which students are to keep with them. This should be kept in a secure place where it can be readily accessed if required. Asthma "puffers" may also be kept where the students or staff can readily access them. They should not be left in schoolbags, but should be carried on the person or

kept in individual desks/tubs.

A written record will be kept of the time medication was taken. An exception to this would be in the case of emergency medication which is to be administered in life-threatening circumstances, or other medication as agreed between the school Principal and the parents following medical advice. This should be kept in a secure place where it can be readily accessed if required.

4. The school will provide, in its First Aid kit, a bronchodilator metered dose inhaler and a spacer device if required by students suffering an asthma attack. The First Aid Officer/s will be responsible for regularly checking the expiry date on the bronchodilator metered dose inhaler and replacing as required.

5. Substances prescribed for a particular student will be kept solely for the use of that student.

6. Analgesics (Paracetamol etc.), **will not** be distributed to students. Students **are not** permitted to bring and administer analgesics themselves.

Analgesics should only be given with the written permission of parents/guardians and be issued by the staff member/s in charge of First Aid. A written record will be kept of any analgesics taken by students. This will be recorded in the First Aid book located in the Sick Bay. When giving a student an analgesic, aspirin is to be avoided, and single substances such as paracetamol should be given.

PARENTS' ROLE:

- Every effort should be made by parents to ensure that medication is only taken at school if completely necessary.
- Parents are responsible for ensuring that all medication sent to school is clearly labelled as described in the policy guidelines, and that their children have an adequate supply of the appropriate medication at school.
- Parents of students requiring on-going or emergency medication must supply the school with an individual written management plan. This includes parents of asthmatic children who must provide the school with a written asthma management plan.
- Parents must ensure that all medication (with the exceptions covered in the guidelines) is given to school staff and not stored in students' lunch boxes, bags etc.
- If parents wish school staff to administer medication it is their responsibility to obtain agreement from the relevant staff members.

DOCUMENTS IN SUPPORT OF THIS POLICY:

Victorian Government Schools Reference Guide Section 4.5

ISDES Action Plan

Anaphylaxis Management Policy and Guidelines