



# MILING PRIMARY SCHOOL

## MEDICATION POLICY

### RATIONALE

Under the current legislation, the school must take appropriate action when students have medical conditions (S.16 (1)(g) School Education Act 1999. Administration of medication to students by school personnel is underpinned by current Education Department Procedures and Guidelines linked to formal requests by parents. These procedures will enhance the protection afforded to the staff and Education Department against any potential charges of wilful disregard to the welfare of students and benefit the individual student.

### AIMS

- To assist parents with request for assistance in the administration of medication to students attending MPS.
- To establish and maintain records of medication administered by school personnel.

### GUIDELINES

- It is the responsibility of parents to supply appropriate medication for their children.
- Requests by parents/guardians to administer, or supervise the administration of, medication to students, must be approved by the Principal. This request must also be supported by all relevant documentation and an agreement from the teacher to administer the medication. Parents are to provide information on the medication, in particular date/s for administration, dose required and when to be administered.
- Medication to be provided with all relevant completed documentation. It is the responsibility of the parents/guardians to provide the school with any information relevant to the health of the child. Information should be on appropriate documentation.
- All records of medication given to students will be retained by administration for 25 years.
- The school will maintain a current list of students with Medical Problems. Copies held in the classroom, relief folders, excursion file, staffroom and Administration area.

### IMPLEMENTATION

- School personnel may administer prescribed medication according to the instructions of a General Practitioner and with agreement from parents. Medication to be provided with all relevant completed documentation.
- Students may self-administer medication where capable of doing so and have parent authorisation to do so. Students may be supervised by class teachers in administering medication where there is an agreement made between the teacher and Principal.
- The school will provide secure areas for the storage of medicine.
- School personnel will not administer analgesics such as paracetamol unless under direct and specific written instructions from student's parents.

### EVALUATION

The Miling Primary School Staff will review the effectiveness of this policy each year, with a formal update every two years (unless deemed necessary to do so earlier).

**School Board Endorsed October 2017**