MEDICATION

Rationale:
Many students attending school need medication to control a range of medical conditions. These students continued attendance at school and benefit from education may be dependent on this intervention. It’s necessary for the school, as part of its Duty of Care, to assist students where appropriate, to take their medication.

Aims:
- To assist medically identified students in the administration of their prescribed medication, thus ensuring the continuation of their education.
- To adopt a system of administration that addresses the handling and distribution of medications.
- To adopt a system of administration that safeguards other students.

Implementation:
- SHORT term medication (less than three weeks)
  Parents need to provide the school with a document that details:
  o The medical issue,
  o The prescribed dosage and time of medication,
  o The name and phone number of the attending doctor,
  o Parental authorisation for a designated staff member(s) to administer the medication.

- LONG term medication (greater than three weeks)
  Parents need to provide the school with a document that details:
  o The medical issue,
  o The prescribed dosage and time of medication,
  o Written, signed authorisation from the attending doctor,
  o Current emergency contacts and numbers,
  o Parental authorisation for a designated staff member(s) to administer the medication.

- Without these details, staff are unable to administer medication.
- Designated staff members (office staff) will control the management of the medication and its distribution. Medication for situational purposes (eg asthma pumps) will be kept with the student, other medications will be kept at the office.
- A staff member will assist a student to take their medication. Another staff member needs to witness this and both need to complete a medication log sheet.
- Parents need to ensure there is an adequate supply of medication and that is not beyond use by dates.

Review Date:
This policy has a four year life and will be reviewed by Moriac Primary School Council in 2019