



## Medication Protocol

### Rationale:

Many students attending school need medication to control illnesses such as asthma and epilepsy and conditions causing hyperactive behaviour.

The student's continued attendance at school and benefit from education is dependent on this treatment.

Teachers may as part of their duty of care and consistent with the Child Safe Standards, assist students with their medication when it is appropriate and necessary.

### Goals:

- To provide a safe and secure environment for all students
- To allow students continued educational opportunities, through staff administration of appropriate medicines
- To provide safe storage of medicines when they are brought to school
- To assist staff with the safe administration of medicine, through the introduction of a **medicine dispensing diary**

### Implementation:

- While every effort will be made to look after students, parents should be encouraged not to send sick students to school
- All medications to be dispensed at school must be handed in at the school office. The containers must be clearly marked with: **the name of the student and the dosage required** with a note authorizing school staff to administer the medication
- A record of medications administered at school will be kept at the office
- Any drugs that are brought to school must be kept in the **staff room refrigerator** or in the school office. The only exception are asthmatic sprays which can be kept by the students for their own use, in consultation with the advice from parents
- Where practical, only the amount of medicine required to be dispensed on that school day should be sent to school
- Emergency numbers need to be current and parents are responsible for ensuring that the school is notified of any changes to the forms completed each year
- A list of teachers with current first aid qualifications will be kept in the staff room, the Sick Bay and on the OH&S board
- Student medication records, once completed, will be kept as a record in the office
- Students with asthma require an Asthma Management plan, to be formulated by a doctor in consultation with parents and handed to the school. Similar plans for other medical conditions such as ADHD, diabetes and severe allergies are also required.
- Prior to camp, a medical form will be sent home, to be completed fully and returned to school
- The camp/excursion leader will designate a participating staff member to collect, store and administer medication on school camps and excursions. All medication is to be named with specific instructions for administration.

This policy was ratified by YWPS School Council on Tuesday 19<sup>th</sup> July 2016. Review 2019.

