



## GLENDAL PRIMARY SCHOOL MEDICATION POLICY

### Rationale

Glendal Primary School Medication Policy has been developed to ensure that the administration of medication is in accordance with DEECD policy and the requirements of each individual student.

Under the provisions of the *Occupational Health and Safety Act 2004* as well as the *Disability Discrimination Act 1992* (and the *Disability Standards for Education 2005*) and according to the Department's duty of care obligation to students (*VGSG 4.6.1.2 and 6.16.1*), schools are required to ensure students feel safe and supported at school. This includes supporting and responding to the health care needs of students.

### Guidelines

The school will follow the guidelines outlined in the VGSRG.

This policy should be read in conjunction with the school's other policies relating to student health and wellbeing, especially the First Aid Policy and Severe Allergic Reactions Policy.

### Implementation

- All medication must be clearly labelled, with the child's name, the name of the medication, the dosage, the frequency of administration and storage details e.g. must be stored in fridge. (We cannot accept any medication that is not identified in this way.)
- Instructions for administration and/or any changes in medication must be in writing and signed by prescribing doctor or parent, giving permission for staff to administer.
- Staff will keep all medication in the school office security room. If medications need to be kept in the fridge, they will not be accessible to children.
- Any phone messages regarding emergency "changes" in medication should be directed to the Principal/Assistant Principal and later confirmed in writing.
- The school Office Manager, Integration Aide or school nurse/first aid officer responsible for the administration of medication and Assistant Principal will have a list of all students in the school who receive medication and will ensure that it is administered as prescribed.
- Two staff are to be trained in medication administration. All medication is recorded in individual registers. Dosage to be checked by staff, who sign that the medication is administered as prescribed. The record will show student, date, time and medication administered as per the Royal Children's Hospital guidelines.
- We encourage the use of dosette-type containers for regular multiple medications. Children will be issued with a dosette container initially. If this is lost/mislaid, parents will need to supply a replacement.
- Parents will need to sign a form agreeing to the above policy if they wish the school to administer medication on a regular basis.
- It is helpful to know what medication is being taken at home, (that is not necessarily taken at school) because this can affect a student's behaviour at school. This is also important in case of emergency when staff need to know what medications are being taken.
- It is school policy to provide current first aid training regularly to staff.
- All medication is to be handed to Integration Aide/Teacher/Designated adult in charge of medication at 9.00 a.m. each Monday. Empty dosette dispensers will be sent home each Friday afternoon for re-filling.

### Evaluation

This policy will be reviewed as part of the school's three-year review cycle.