

ADMINISTRATION OF MEDICATION POLICY

Rationale:

Alphington Primary School is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfil their duty of care in relation to any medication. From time to time, many students attending school may need medication. The school will ensure health information about students is managed sensitively and in accordance with this policy.

Aims:

To

- Follow the Department's policies and procedures in relation to the administration of medication for students. These are available at:
<http://www.education.vic.gov.au/school/principals/spag/health/pages/supportplanning.aspx>
- Ensure the school fulfils its duty of care in assisting students, where appropriate, in taking medication.

Implementation:

1. All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/carers
2. All medication to be administered at school must be:
3. accompanied by written advice providing directions for appropriate storage and administration
4. stored according to the product instructions, particularly in relation to temperature.
5. If necessary, APS will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.
6. The teacher administering medication must ensure that the student receives;
7. the correct medication;
8. in the correct dose;
9. via the correct method (such as orally or inhaled);
10. at the correct time of day;
11. It is the responsibility of parents to keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student. This information will be incorporated into a Student Health Support Plan
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>.
12. Student Health Support Plans will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

Evaluation:

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

This policy was last ratified by School Council in ...

October 2015