

KEW EAST PRIMARY SCHOOL POLICY MANUAL

POLICY NO. SEWB

MEDICATION

Page 1 of 2

PURPOSE:

The school management has responsibility to ensure the welfare of all students, staff and visitors. The purpose of this policy is to provide guidelines for teachers and parents as to the dispensing of medication at school.

POLICY STATEMENT:

For some students their continued attendance at school and benefit from education is dependent upon medication to control illnesses such as asthma, epilepsy and diabetes, and conditions causing hyperactive behaviour. For other students, medication may be required to manage more temporary illnesses or conditions, or may be necessary in the case of a life-threatening allergic reaction. As well as the professional obligation a teacher owes to students, there is also a legal duty of care in regard to the physical well-being of students. It is necessary that teachers, as part of their duty of care, assist students where it is appropriate to take their medication. The duty of care does not require teachers to administer medication to students or to give injections. Teachers and non-teaching staff are often asked by parents to administer medication. Once this responsibility is agreed to, a duty of care is created.

GUIDELINES FOR IMPLEMENTATION:

1. Students with a medical condition or illness requiring on-going or emergency medication will have an individual written management plan which is attached to the student's records. The management plan will be provided by the parents and doctor and will contain details of:
 - The usual medical treatment needed by the student at school or on school activities.
 - The medical treatment and action needed if the student's condition deteriorates.
 - The name, address and telephone numbers for an emergency contact and the student's doctor.
2. If teachers are required to assist students to take medication, parents must supply the medication in a container that gives the name of the student, the dose, and the time it is to be given. The name of the medication must be clearly marked on the container and the medication must be in its original packaging. If clear written instructions are not provided by parents, and they cannot be contacted by phone, the medication will not be given to the student. Parents will be advised if this occurs. An exception to this would be in the case of asthma symptoms and the use of a broncho-dilator.
3. Medications are to be sent by class teachers to the Office to be stored in the Sick Bay and children will be assisted to take their medication by the school nurse or First Aid Officer. A written record will be kept of the time medication was taken. An exception to this would be in the case of emergency medication which is to be administered in life-threatening circumstances, or other medication as agreed between the school Principal and the parents following medical advice. This should be kept in a secure place where it can be readily accessed if required. Asthma "puffers" may also be kept where the students or staff can readily access them. They should not be left in schoolbags, but should be carried on the person or kept in individual desks/tubs.
4. The school will provide, in its First Aid kit, a bronchodilator metered dose inhaler and a spacer device if required by students suffering an asthma attack. The First Aid Officer/s will be responsible for regularly checking the expiry date on the bronchodilator metered dose inhaler and replacing as required.
5. Substances prescribed for a particular student will be kept solely for the use of that student. Only in a life-threatening emergency would this vary.
6. Analgesics should only be given with the written permission of parents/guardians and be issued by the staff member/s in charge of First Aid. A written record will be kept of any analgesics taken by students. This will be recorded in the First Aid book located in the Sick Bay. When giving a student an analgesic, aspirin is to be avoided, and single substances such as paracetamol should be given.
7. In the event that specialised medical procedures are needed to enable a student to attend school, or the school has agreed to take on the responsibility of administering emergency medication (e.g. rectal valium, injections), sufficient staff will receive appropriate training by medical personnel. Where possible, in these circumstances, use will be made of local medical services (such as ambulances, local doctors, health centres, hospitals, community nurses etc.).
8. Any discarded needles or syringes used to administer medication will be disposed of in a syringe disposal container kept in the Office.

PARENTS' ROLE:

- Every effort should be made by parents to ensure that medication is only taken at school if completely necessary.
- Parents are responsible for ensuring that all medication sent to school is clearly labelled as described in the policy guidelines, and that their children have an adequate supply of the appropriate medication at school.
- Parents of students requiring on-going or emergency medication must supply the school with an individual written management plan. This includes parents of asthmatic children who must provide the school with a written asthma management plan.
- Parents must ensure that all medication (with the exceptions covered in the guidelines) is given to school staff and not stored in students' lunch boxes, bags etc.
- If parents wish school staff to administer medication it is their responsibility to obtain agreement from the relevant staff members.

DOCUMENTS IN SUPPORT OF THIS POLICY:

Victorian Government Schools Reference Guide Section 4.5
ISDES Action Plan
Anaphylaxis Management Policy and Guidelines

Program: Student Engagement & Well Being	Effective Date: March 2005	Issue Number: 2
---	--------------------------------------	---------------------------