Medication
POLICY

Rationale
The school will provide support to parents in the appropriate management of students’ medical conditions.

Aim
- To ensure that students with illnesses or ongoing medical conditions can safely participate in school activities.

Implementation
- Parents should inform the school of any medical condition their child is experiencing if it is considered that the condition may detrimentally impact on their child’s schooling or time at school.
- Enrolment forms, which include medical information, must be completed by parents and provided to the school at the time a student is being enrolled.
- If parents inform the school of any new, on-going medical condition, the medical information on the student’s enrolment form must also be updated.
- No medication will be administered to a student without a Medication Request Form being completed and signed by a parent. The Medication Request Form is available from the school Office.
- Medication to treat asthma or anaphylaxis does not need to be accompanied by a Medication Request Form as it is covered by a student’s Asthma Care Plan or Action Plan for Anaphylaxis.
- Any medication that is brought to school must be brought to the school Office by a parent.
- All medication (excluding asthma and anaphylaxis medication) must be secured in the school Office or staff room refrigerator and must be administered by a staff member. On administering any medication, staff members MUST complete an entry on the student’s Medication Request Form.
- Medication should be in the original bottle or container clearly labelled with the student’s name, the dosage required and the time the dosage should be administered. Medication must be within its expiry date.
- The classroom teacher should be informed of any medication being taken by students.
- Asthmatic medication (eg. Ventolin) may be kept by students.
- Emergency phone numbers need to be current and parents are responsible for this process.
- Parents are responsible to ensure that sufficient medication is supplied to the school.
- Parents should consider whether they can administer medication outside the school day, such as before or after school and before bed.

References
- School Policy Advisory Guide
Evaluation

This policy will be reviewed every three (3) years or as deemed necessary.