

Medicines Administration Policy

Aim:

To ensure that medications are appropriately and safely administered to students.

Guidelines:

- Students who are acutely unwell should not attend school or planned off-site activities.
- In cases where medications are to be administered to students, it is the registered teaching staff who will take responsibility.
- Parents must provide written permission for medication administration.
- Non-prescription medications (Eg: Analgesics) will not be administered by school staff. Special circumstances may apply on school camps.
- Safety procedures will be followed when dealing with administering medicines and in the case of contagious illness.

Implementation:

- All parent requests for the administering of prescription medications at school must be in writing and be supported by specific written administering instructions. This information may be contained on the pharmacist's original administering container and must include the name of the student, dosage amount and time to be administered.
- Requests for prescription medications to be administered by the school 'as required' will cause the School Director / registered teacher in charge to seek further written instructions from the parents.
- All student medications must be in the original containers, be safely labeled, contain the dosage instructions. The medication must then be locked in the First Aid cabinet to be administered appropriately.
- Students on excursions or school camps will be administered their medications according to the procedure outlined above.
- All administering details will be recorded within the Medications Register accompanying the First Aid kit.

Authorised Drug Use:

Asthma medications:

- Parents will provide a prepared Asthma Management Plan in consultation with their medical practitioner and the School Director upon enrolment. This plan will be kept at the First Aid Station.
- The asthma alert will be referenced in the class role to ensure clear communication to all teachers.
- Parents will be instructed to ensure that asthma sufferers have access to their medications at all times.

- The School Director will be responsible for communicating individual asthma management plans to the appropriate teaching staff.

Analgesic Use:

- It is the policy of the Daylesford Dharma School to not dispense analgesic medications unless directed from a medical practitioner.
- In the case of serious pain, parents will be contacted to remove the child from school and administer their choice of medication.
- Special circumstances may apply during school camps and will be taken in consultation with parents or a medical practitioner.

Unauthorised Drug Use:

- Staff, students and volunteers while under the school's jurisdiction are not permitted to use or be under the influence of any drug of substance.

For example:

Tobacco - The school is a smoke free environment and students are not permitted to possess or use tobacco products. Staff and school volunteers are not permitted to smoke within the school grounds and requested to not smoke within visual sight of the students.

Alcohol - Students, staff and volunteers are not permitted to possess or consume alcohol while under the school's jurisdiction.

Inhalants - Students are not permitted to inhale or ingest a solvent or any other chemical.

Supporting Documents

- First Aid Policy
- Asthma Management Policy
- Anaphylaxis Management Policy
- Student Health Policy