



SORRENTO PRIMARY SCHOOL DISTRIBUTION OF MEDICATION POLICY AND PROCEDURES

Reviewed: 26th June 2019

Due for Review: June 2022

RATIONALE:

1. Parents are encouraged not to send children who are unwell to school. Many students attending school need medication to control an illness such as asthma and epilepsy, and conditions causing hyperactive behaviour. At other times, students need to take medication due to short term illness.
2. To assist students, parents and teachers, we have formulated a Medication Policy to ensure the safety of students when medication needs to be administered at school.

GUIDELINES:

1. The parent or guardian must complete an annual Medication Authority form.
2. A Medication Action Plan, formulated by the parents and the doctor, may be required. This would contain relevant information and emergency procedures for the student's specific medical condition. If the student requires medication this will be kept in an appropriate place, out of reach of students.
3. Staff administering medication will record the details on the Student's Medication Administration Log. Medication to be checked and verified as to dose and type.
4. All medication brought to school must be given to staff in the office. They are to be kept in a cupboard in the office or in the Sick Bay fridge if required. "Medication" containers must be clearly marked with:
 - Name of drug
 - Dosage required
 - Name of student
 - Time to be given
 - Expiry date
5. Asthmatic sprays (eg Ventolin) may be kept by a child who is trained in its use. Parents will still be required to provide an Asthma Action Plan and complete the Medication Authority Form.
6. Epipens need to be kept in the Sick Bay, in a bag, with the child's photograph. Parents will still be required to provide an Anaphylaxis Action Plan and complete the Medication Authority Form.
7. Student medication records will be kept in the office with duplicates kept by the classroom teacher.
8. A list of staff members with First Aid qualifications will be displayed in the Sick Bay and on the Occupational Health and Safety board. A first aid roster ensures that a staff member is always available to look after any injury or illness.
9. Every endeavour will be made to have several members of staff with current qualifications in First Aid at school at all times.
10. If necessary an ambulance will be called.