

# **Administration of Medication Policy 2012**

## **Aims**

- A.** If a student requires medication during school hours it will be given to them in a caring way by a member of staff
  - 1. as agreed with their parent, if the need is foreseen
  - 2. according to the first aid policy, if the need is not foreseen (see Illness and First Aid Policy)

## **Scope and Application**

This policy is available on the school website and is included in the staff induction manual.

This policy applies to:

- A.** Employees
- B.** Students
- C.** Parents
- D.** Community members
- E.** Visitors to the school

## **Procedures**

- A.** If it is necessary for a student to be given medication during school hours by a person other than their parent
  - 1. An Administration of Medication Agreement will be completed and signed by the parent and a member of staff
  - 2. The medication will be given by a member of staff according to this agreement
- B.** The medication will be stored in the lockable first aid cabinet or staff fridge, with consideration given to the temperature requirements of storage and the risk of unauthorised access by students
- C.** Medication may be self-administered by a student who is under supervision, with the knowledge and agreement of the parent and the student's teacher or the Coordinator

## **Responsibilities**

- A. Council**
  - 1. Writing and updating this policy in consultation with relevant parties
  - 2. Reviewing this policy and its procedures
  - 3. Ensuring this policy is being implemented
- B. Coordinator**

1. It is the responsibility of the Coordinator to oversee the administration and safe handling of medication and to ensure all staff are aware of the requirements of this policy

#### **C. Teachers and staff**

1. It is the responsibility of the staff member who signs the Administration of Medication Agreement to fulfill this agreement

#### **D. Parents**

1. It is the responsibility of the parent to complete the Administration of Medication Agreement and fulfill its requirements
2. Providing the school with any known health information needed to keep their child safe at school, including any individual emergency response plans
3. Meeting with the coordinator and working out an emergency response plan if required
4. Providing the school with in date medication
5. Providing the school with emergency contact numbers on their enrolment form.

#### **E. Students**

### **Related Legislation**

- A. See Policies and Procedures Guidelines for Schools, Compliance Issues, AISWA

### **Related Kerry Street Documentation**

- A. Policies including:
  1. Duty of Care Policy
  2. Illness and First Aid Policy
- B. Administration of Medication Agreement

### **Contact Person**

Enquires relating to this policy should be directed to the School Coordinator or Council President.

### **Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

### **Attachments**

- A. Administration of Medication Agreement

### **Authorisation and Review**

- A. This policy has been read, discussed and authorised by the Kerry Street Community School Council on 12/1/05.
- B. This policy has been reviewed by the Kerry Street Community School Council and staff on 13/1/06 and will be reviewed again by 13/1/11

- C. Reviewed on 15/4/2011 to be passed at council meeting
- D. This policy was reviewed September 2012
- E. To be reviewed in Feb 2019

*Helen Sugars Duff*

**Administration of Medication Policy 2012 – Attachment A**

**Administration of Medication Agreement**

**Parents**, to make sure your child is given their medication correctly, please:

1. Make contact with your child’s teacher or another member of staff, who is available to give your child their medication. Fill out this form in their presence so any ambiguities can be cleared up straight away.
2. Give the medication and any measuring devices to this member of staff.
3. Make sure your child knows they are to have this medication, who is giving it to them and when.
4. When the medication is no longer needed at school, please take it home.

**Members of staff**, please:

1. Make sure you have enough information to feel confident about administering this medication.
2. Store the medication in a safe place.
3. Post this agreement on the office noticeboard while it is current.

Student’s name:	
Name of medication:	
Purpose/action of medication:	
Dosage to be given:	
Time/s to be given:	
If the timing is critical, please note this, otherwise all efforts will be made to give the medication within 30 minutes of the stated time.	
Dates to be given:	
Specific storage instructions:	
Has the child been given this medication before? Is there anything else the staff member should know?	
Parent’s name:	Staff member’s name:
Signature:	Signature:
Date:	Date: