



## Administration of Medication Policy

### **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

### **Responsibilities**

#### **A. Board**

- 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. Principal**

- 1. It is the responsibility of the Principal 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. Admin staff will provide a copy of the Administration of Medication Agreement to classroom teachers on receipt of this information from parents and verbally handover the appropriate information.

2. 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, available from the office, 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 Principal 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.

### **Related Legislation**

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

### **Related Kerry Street Documentation**

#### **A. Procedures including:**

1. Administration of Medication Procedure
2. Administration of Medication Agreement
3. Administration of Medication Agreement – Ongoing Arrangement

#### **B. Policies including:**

1. Asthma Care Policy
2. Duty of Care Policy
3. Illness and First Aid Policy
4. Records Management Policy
5. Severe Allergies Policy

### **Contact Person**

Enquires relating to this policy should be directed to the School Principal or Board Chair.

### **Breaches of this Policy**

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

### **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

## Revision History

<b>Date</b>	<b>Revision</b>	<b>Detail</b>
April 2019	V.1	Formatting. Procedures separated and updated.