



No. 5218

Sunbury & Macedon Ranges Specialist School

Sunbury Campus
Circular Drive, Sunbury
P.O. Box 304, Sunbury 3429
Phone: 9744 4879/9744 7734 Fax: 9740 8581

Bullengarook Senior Campus
705 Bacchus Marsh Rd., Bullengarook
P.O. Box 962, Gisborne 3437
Phone: 5428 9222 Fax: 5428 9442

Sunbury Campus Email: sunbury.macedon.ranges.ss@edumail.vic.gov.au
Bullengarook Campus Email: sunbury.macedon.ranges.bullengarook@edumail.vic.gov.au
Website: www.smrss.vic.edu.au

STUDENT MEDICATION MANAGEMENT POLICY

STATEMENT

The purpose of this policy is ensure the school stores and administers medication correctly. This relates to all medications including prescription and non-prescription medication.

RATIONALE

Staff have a professional obligation to students as well as a duty of care in regard to the physical well-being of students.

Many students attending school need medication to control illnesses and conditions. The student's continued attendance and benefit from education may be dependent on the administration of medication. It is therefore necessary for staff, as part of their duty of care, to assist students where it is appropriate to take their medication.

Aims: To prevent the potential for harm and inappropriate use by students and staff.
To secure medicines in a locked cabinet to prevent the potential for theft.
To establish a clear protocol in writing of how to administer medication to students whilst at school.

IMPLEMENTATION

- Children who are unwell and unable to participate in normal programs should not attend school
- All students needing medication at school because of a medical condition or illness are required to have a completed Medication Permission Form. It must be supported by specific written instruction from a medical practitioner or pharmacist and include:
 - name of student
 - dosage and time to be administered
 - implications for student at school
 - contraindications
 - emergency contact names and numbers (including the students Doctor)
- Any verbal requests for students to be administered prescribed or non-prescribed medications whilst at school for short term periods, transient illnesses or "as needed" must be directed to the Assistant Principal, Campus Principal, who in turn, will contact parents to confirm details of the request and to outline responsibilities of staff.
- All medicine must be placed in a 7 day pill monitor (Dosette Box) as part of a best practice protocol. Clear instructions (taken from the students Medication Permission Form) are to be placed on the Dosette box and include name, dosage and time administered.

- The 7 day pill monitor will be located in a locked cabinet within each of the general learning areas. Teaching staff or Education Support staff under the direction of the teacher will administer the medication as per instructions.
- A medical register, located adjacent to the locked cabinet, will be used to record the administration of the medication.
- The 7 day pill monitor will be handed to the bus chaperone each FRIDAY who will hand over the monitor to the parent/carer. Each MONDAY the refilled monitor will be handed to the chaperone by the parent/carer who will hand over the monitor to the staff on bus duty.
- Paracetamol will only be administered to students for whom paracetamol is kept on site in a labelled box or where the school has a letter from a Doctor giving permission for paracetamol to be given. Consent from the parent/guardian will be obtained prior to administering the paracetamol.
- All students with Asthma, Epilepsy or Anaphylaxis are required to have a completed Management Plan. It must include usual medical treatment, action plan and emergency contact numbers of parent and doctor.
- The school's First Aid Kit will include items recommended by DET. A copy of contents will be kept in the first aid room.
- Students attending excursions or camp are required to have their medicine in a 7day pill monitor (Dosette Box) with clear instructions including name of student, the dose to be taken and when it should be taken. The Dosette Box will be handed to the teacher-in-charge of the excursion or camp.
- Unlabelled medicines or vague instructions will not be acceptable.
- Any surplus medication will be stored in the School office in a secure location. Office staff will keep a record of all medications received into the office.

EVALUATION

- This policy will be reviewed as part of the school's three-year review cycle.

THIS POLICY HAS BEEN RATIFIED BY SCHOOL COUNCIL

Joanne Nolan

Principal

Date: 23rd July 2015

Amanda Solarino

President of School Council

Review due: 23^{rs} July 2018