

# ARMADALE PRIMARY SCHOOL POLICY

## SCHOOL No. 2634

### Medication Policy

**Authorisation:** By the Armadale Primary School Council

**Recommended:** By the Curriculum & Policy Sub Committee June 2008

**Review Date:** It is recommended that this policy is reviewed by the Curriculum & Policy Sub Committee by 2011

#### 1. PURPOSE

The purpose of the Medication Policy is to ensure that students are able to be given their oral medication at school in a safe and controlled manner.

#### 2. OBJECTIVES

- 2.1 To inform the parent community of the policy and procedures regarding medications to be administered to students at school
- 2.2 To ensure that necessary medications are administered to students in a safe and controlled manner
- 2.3 To store medications safely at school
- 2.4 Medication may be required for a variety of reasons and should not necessary exclude a child from attending school.
- 2.5 To maintain the wellbeing of students at school so they are able to participate in the school program.

#### 3. IMPLEMENTATION

##### 3.1 The school will:

- 3.1.1 Use the Medications Registration Form (APPENDIX A) to record the nature, frequency and dosage of medication
- 3.1.2 Inform all new staff of the Medication Policy and procedure
- 3.1.3 Inform the parent community of the Medication Policy and procedure
- 3.1.4 Be familiar with and follow relevant Department Policies from the Schools Reference Guide

##### 3.2 Staff will:

- 3.2.1 Support student/s requiring the administration of medication
- 3.2.2 Administer medications to students as per the information stated on the Medical Registration Form
- 3.2.3 Not administer medication unless a Medical Registration Form is completed, or other satisfactory written (and signed) documentation is provided
- 3.2.4 Store medication in a safe and accessible place. Refrigerate in Staffroom if advised by parent
- 3.2.5 Participate in appropriate Professional Development

##### 3.3 Parents will:

- 3.3.1 Keep sick children at home
- 3.3.2 Clearly label medication and equipment with name, class and specific instructions
- 3.3.3 Deliver the medication and equipment required to the General Office
- 3.3.4 Complete a Medication Registration Form at General Office (Appendix A)
- 3.3.5 Advise teacher that child requires medication

##### 3.4 Students will:

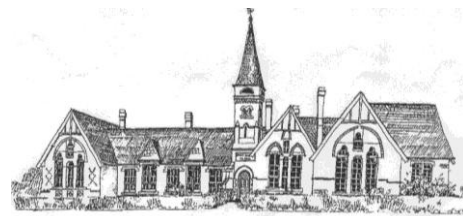
- 3.4.1 Be present at the appropriate time for medication to be administered

#### 4. EVALUATION

The Policy will be evaluated by office staff, teachers and parents by observing whether the objectives of the policy are being met.

APPENDIX A: Medical Registration Form

**ARMADALE PRIMARY SCHOOL POLICY  
SCHOOL No. 2634**



**ARMADALE PRIMARY SCHOOL  
MEDICATION REGISTRATION FORM**

This form should be submitted by the parent to the school office before 9.00am on the day medication is to commence.

NAME OF CHILD: \_\_\_\_\_

CLASS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

Current emergency contact telephone number during the day: \_\_\_\_\_

**Medication Details**

Name of Medicine: \_\_\_\_\_

Exact dosage: \_\_\_\_\_

Instructions (e.g. to be taken with water before/after lunch):

\_\_\_\_\_  
\_\_\_\_\_

Probable length of treatment: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents **MUST** provide:

Medication in exact single dosage. This is to be measured out at home and sent to the school office in a clearly named plastic container with a securely fitting screw-on lid (available from chemists) each day. This must be taken to the school office before 9.00am. The child will be given the empty container to take home at night.

**STAFF USE ONLY**

Date/Time	Dosage Administered	Signed (by administrator)