

Administration of Medication Policy

Background:

Daylesford Dharma School requires Parents/Carers to inform us of any medical issues that may affect their child's participation in school activities or require staff to administer medication to their children while at school. This policy ensures that this communication is followed through and any medication is administered safely.

Aim:

- To ensure that the school collects information about health issues and responds appropriately.
- To ensure that all staff are aware of their responsibility when a student requires administration of medicine.
- To ensure the medications are administered appropriately to students in our care.
- To ensure that current management plans of children who have a history of Anaphylactic reactions or who have Asthma are kept close to the First Aid kits and that all staff are aware of the required response.

Principles:

- Parents/Carers are encouraged to administer medication to their child themselves out of school hours if possible.
- Where this is not feasible, students who need to use prescribed or medicinal drugs within the school jurisdiction must have written approval from a parent/carer and must inform the class teacher and school office.
- Medication brought to school will be labelled with the child's name and stored safely in the office with the parental instructions for administering the medication.
- Any regular medication given to a child shall be recorded, placed in the student file, and details communicated to all staff.

Responsibilities:

Principal

The Principal is responsible for ensuring that information about medication administration requirements is conveyed to all staff who are teaching the child and to Administration staff.

The Principal must ensure that an Emergency Health Plan is developed for those students who require the administration of medication to manage an emergency in accordance with the Anaphylaxis management and Asthma Management procedures.

The Principal must ensure procedures have been implemented for all staff, including temporary relief teachers and other staff, to be informed of all students they supervise who require the administration of medication, and where possible, to be fully aware of warning signs, triggers and emergency responses for health conditions requiring medication or other management as outlined in the student's Emergency Health Plan.

The Principal must ensure school staff are trained in the recognition and management of a health-related emergency for students and staff.

Parent / Carer

Parents/Carers are responsible for notifying the school of any relevant medical conditions including those that may require emergency response, and to keep any required medical aids up to date.

Parents/Carers are responsible for notifying the school in writing of the time, dose and dates when medication is required and possible outcomes of the required medication.

Parents/Carers of students who may require injections will be required to meet with the Principal to discuss the matter.

Teachers

The Class Teacher is responsible for administering the medication as instructed.

The Class Teacher will, in the case of an emergency related to asthma, diabetes or suspected allergic reactions/anaphylaxis, immediately make contact with the Principal or Learning Manager.

Related Policies:

- Anaphylaxis Management Policy
- Asthma Management Policy
- First Aid Policy

Review Date:

May 2024

Basis of Discretion:

Not applicable