



# MEDICATION POLICY

## Rationale:

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff. Mildura West Primary School encourages parents to arrange for medication to be taken outside of school hours wherever possible.

## Scope:

The policy applies to the administration of medication to all students. It does not apply to:

- The provision for medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- The provision of medication for asthma which is provided for on our school's Asthma Policy.

## Authority to Administer

- If a student needs to take medication at school or at a school activity, parents will need to provide the medication, as prescribed by a medical/health practitioner, along with the details of the medication required, the dosage amount, the date/time the medication is to be taken, how the medication is to be taken, how the medication is to be stored.
- Parents will be asked to fill out a Medication Authority Form.
- A staff member is nominated as being the person responsible for administering prescribed medications to children.
- All medications should be supplied by the parent/carer in their original packaging.

## Administering Medication

- No student may take another student's medication.
- In all instances where medication is administered – the student, time, dosage and medication is to be recorded.
- The teacher in charge of a student requiring medication is to be informed that the student needs to receive their medication, and if necessary, release the student from class to obtain their medication.
- Students on school camps or excursions will be administered medication by a nominated staff member in a manner consistent with the above procedures. The record of administration of medication is to be returned to school.
- Medication is to be stored in a clearly labelled container in the classroom or sickbay according to the student's needs and the package directions.
- Students who self-manage their medication (ie: for asthma, anaphylaxis, diabetes, etc) should have an action plan in place and the teacher notified. Students may carry their own medication at the Principal's discretion.

## Medication Error:

- Where a medication has been administered incorrectly or ineffectively, act immediately by notifying the parents/carers and contact the **Poisons Information Line 13 11 26** and /or an **Ambulance 000** as required. All instances are to be recorded, and a review of medication procedures to take place.



**MILDURA WEST  
PRIMARY**  
INTERNATIONAL  
BACCALAUREATE  
SCHOOL



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## **Communication:**

This policy is communicated to our school community in the following ways:

- Included in staff handbook
- Included in parent handbook

## **Policy Review and Approval:**

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Policy last reviewed:	26/7/21
Approved by:	Anne Robinson
Next scheduled review date (3-4 yrs):	July 2025