



# Bambara Primary School

## Administration of Medicine Policy 2013

### Purpose:

The School Staff is required to comply with reasonable requests for assistance for the administration of medicine while the child is under the authority of the school. Confidential documentation of all administration of medication action plans and agreements to perform the necessary functions, [eg. listing times, doses, dates of medication, outcomes] must be maintained at the school as in accordance with the Department of Education's Administration of Medication Policy and Procedures.

*The school recognises that:*

Some students have a need to access medications on a regular basis for medical conditions.

The presence of quantities of drugs in the school can be a problem and needs to be monitored.

Available school staff resources will govern assistance, which can be offered.

A student self care concept is preferable if this is a viable option.

### Broad Guidelines:

Parents should complete the medication record form for all medication to be taken at school before medication can be given [appendix 1&2].

Parents and treating doctor must provide written authority as to method of administration of prescribed medication.

The parent/guardian is responsible for supply of any medication. This medication must be clearly labelled.

A teacher agreeing to supervise the taking of medication must take the medication from the parent or student [in the case of older students] and store it in a locked facility.

Where a teacher isn't responsible and admin can take over that responsibility however it is incumbent of the child to report to the office at the appropriate time to receive medication.

Records of medication supervision by staff **must** be kept.

The School Staff is not expected to administer prescribed medication or treatments which require specialist training, such as giving injections.

The school will develop an emergency action plan for students with medical problems eg. epilepsy in consultation with the parents and the school nurse.

Confidential documentation of medication must be kept until the student has reached the age of twenty-five.

**Conclusion:** This process follows the guidelines set in the Education Department's Administration of Medication Policy and Procedures [Effective March 9 2011]. It allows us to effectively cater for student needs in this area and monitor and be accountable for medication being taken at school

#### **Guidelines from DoE Website**

*All forms for the administration of medication and student health care plans are available from the [Behaviour and Wellbeing, Student Health Care website](#).*

*The Administration of Medication (Form 3) is completed for the administration of short-term medication.*

*The Record of Health Care Support/Administration of Medication (Form 12) is used for recording the administration of medication.*

*Principals should manage student self-administration of medication. For more information on the*

*For more information on the administration of medication, see Appendix D from the DoE Website.*