



# Medication Distribution Policy

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## Rationale:

Many students attending school need medication to control a health condition. The First Aid Officer will assist students, where appropriate to take their medication. The school will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

## Guidelines:

The student's parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.

## Implementation:

In order to ensure that the interests of staff, students and parents/guardians/approved persons are not compromised, prescription medication will only be administered with explicit written permission from parent/guardian/approved person, or in the case of an emergency, with permission of a medical practitioner.

When administering prescription medication on behalf of parent/carers, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered. u

For the administration of non-prescription medication (such as Panadol or antihistamines), verbal permission will be sought from parent/guardians

The staff member administering medication needs to ensure that:

- the right child;
- has the right medication;
- and the right dose;
- by the right route (for example, oral or inhaled);
- at the right time; and
- that they write down what they have observed
- permission to administer medication has been received from the child's parents/guardians/approved persons or a medical practitioner.

The First Aid Coordinator will inform teachers of those students in their charge who require medication to be administered at the school. The teachers may be required to release students at prescribed times so they may receive their medications, privately in the first aid room.

The School will ensure that a medication register is kept as a record of when medications are dispensed to students, and ensure it is completed by the person administering the taking of medication.

The school in consultation with parents/carers and the student's medical/health practitioner will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the school. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.

## **Other related policies**

Links which relate to this policy are:

- [DET Medication Policy](#)
- [DET Anaphylaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [Asthma Society Webpage](#)

## **Medical authority form**

- Attached to this policy

## **Evaluation:**

*Ratified by School Council: March 2021*

*To be reviewed in: March 2024*



## Authority to administer medication at Bunyip Primary School.

Year: \_\_\_\_\_

I authorise any staff member from Bunyip Primary School to administer the required medication as stated below for my child \_\_\_\_\_

in Grade \_\_\_\_\_ in Room \_\_\_\_\_

MEDICATION: \_\_\_\_\_

DOSAGE: \_\_\_\_\_

DOCTOR/PHONE: \_\_\_\_\_

SPECIAL REQUIREMENTS NEEDED:

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

SIGNED BY PARENT: \_\_\_\_\_

DATE: \_\_\_\_\_



