

# SAFE USE AND DISTRIBUTION OF MEDICINES

## 2013

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### TO BE RATIFIED

#### **PURPOSE**

- To provide support to children who need emergency medication for any medical condition as stated in the School Medical Records.
- To provide support to parents whose children require medication during school hours, when the child is considered well enough to attend school.
- To provide staff with guidelines to safely administer medicine with the correct dosage and at the correct times as required to a child.

#### **GUIDELINES**

1. Children will not be able to administer medication to themselves at school or at school camp. (Except asthma puffers carried by children as stated in School Medical Records).
2. All parents will provide **written instructions** to class teacher on a daily basis to explain the dosage and times the child requires medication. Eg. Date, Child's Name, Name of Medication, Dosage.
3. All medicines will be stored by the staff as required and not kept by the individual child during the day.
4. Medicines will not be administered to children for the relief of any pain, unless prior arrangements as stated in the School Medical Records, have been discussed with individual parents by class teacher or the Principal.
5. In an emergency, the medication provided will be dispensed according to the dosage stated in the School Medical Records, Parents will be notified immediately. Eg. Medication for bites, stings or allergy treatments.
6. All medication to be kept permanently at school will be stored in a central location in the Principal's Office.
7. All medication will be recorded in the medical register to be kept with all medications held permanently at school.
8. School Medical Records will be reviewed and updated annually or more often as required.

#### **BASIS FOR DISCRETION**

- Staff will advise parents should the child not be well enough to attend school.
- Parents will be notified immediately if any staff member has concerns with the administration of medication to the child.
- Medication provided by the parents and stored at school will not be administered to any child if School Medical Records have not been updated regularly as requested by Office Staff.