Ulverstone High School

ADMINISTRATION OF MEDICATIONS

Rationale

1) Students may require prescribed medication from their medical practitioner for their health and well-being.

2) The administration of medication to students must follow the principles set in the ‘Administration of Medication’ guidelines from the Department of Education.

Guidelines

1) Prescribed medications. Where medication has been prescribed by the student’s medical practitioner and is required to be administered while the student is at school or involved in school activities (eg excursion or camp), a parent/legal guardian must complete an ‘Administration of Routine Medication Authorisation’ form. The medication must be delivered to school in its original container with the doctor’s instructions of administration on the pharmacist’s label along with the student’s name. Stimulant medication (Schedule 8 drugs) additionally require an ‘Administration of Prescribed Medication Authorisation Form’. Further guidelines for this group of medications are contained in the Department of Education ‘Administration of Medication’ guidelines.

2) Non-Prescribed (over the counter). Non-prescribed oral medications (such as paracetamol, analgesics and over the counter medication) will not be administered by teachers or other members of school staff.

3) As needed prescription medication. Students may require prescribed medication on an ‘as needed’ basis (e.g. asthma and allergic reactions). In these cases, following discussion between the parents and the school, written guidelines on the ‘Administration of Prescribed Medication Authorisation Form’ should be completed by the student’s medical practitioner, and the labelled medication provided to school. In the case of asthma inhalers, with written permission from the parent and approval of the principal, students may be responsible for their own inhalers.

4) Individual Medical Action Plans may need to be formulated for students with intensive or complex conditions such as epilepsy, diabetes, and severe allergic reactions. These plans will be developed in consultation with the students, parents, medical and para-medical staff.

Responsibilities

Parents must formally request the school administer the medication using the forms noted above. They must deliver and collect all medication to and from the school.

Parents must notify the school of any changes to the medication regimes such as dosage and times. Ulverstone High School will designate a staff member/s responsible for the administration of medication, who will administer it in a correct and timely manner.

The medication will be kept in a locked cabinet in the school office, or if refrigeration is required, in a refrigerator within the school office.

The school will maintain a register of administration of medication for all students on the ‘Administration of Medication Student Record Form’.

In the event of a student not presenting to receive their medication, the student will be contacted as soon as possible.

If a student refuses to take their medication, parents will be notified as soon as possible. Confidentiality of medical information should be maintained.

Information on the management of illicit and unsanctioned drug use is contained in the Department of Education Drug Policy Document.

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