

# POLICY – October 2017

## Medication Policy



LILYDALE HEIGHTS  
COLLEGE

### Review 2020

### Child Safe Standards

Victorian government schools are child safe environments. Lilydale Heights College actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

- Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that those requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

### Aims:

- To ensure the medications are administered appropriately to students in our care.

### Implementation:

- Children who are unwell, should not attend school.
- Parents/Guardians are to be encouraged to consider whether they can administer medication outside of the school day if possible.
- The First Aid Officer has agreed to be the staff member responsible for administering authorised medications to children.
- Non-prescribed pain relief (eg: paracetamol) will be administered by school staff **ONLY** when they have parent permission and not as a standard first aid strategy.
- All parent requests for staff to administer prescribed medications to their child, must be in writing on the form provided and supported by specific written instruction from the medical practitioner or pharmacist's including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the First Aid Officer, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- A medication log will be kept of all medications administered.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in medications register located in the First Aid office by the First Aid Officer.
- Students involved in school camps or excursions requiring medications, with parent's written permission, will be administered medications by a nominated staff member, in a manner consistent with the above procedures and a record of all medications administered recorded.
- Parents/carers of students that require daily medication should provide the school with the appropriate DET action Plan.

### Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

### Endorsement:

Policy & Planning	October 2017
College Council	October 2017