



# Student Medication

## Rationale

Many students attending school need medication to control illness. To ensure the well-being and safety of the child this needs to be carefully monitored.

## Purpose

To organise a safe process for managing student medication.

## Guidelines

1. Medication management plans will be used.
2. Staff will assist students with their medication.
3. Staff will monitor and record details of medication taken.

## Purpose

To ensure that student's medication is dispensed in a safe and responsible way.

## Implementation

1. Parents will be informed on the school medication procedures.
2. Parents will be encouraged to keep sick students at home.
3. Written permission must be received from a parent/guardian before any medication will be administered by staff. (see point 8 below). The 'Medical Authority Form' are available from the office, Administration folders or on the school's web page.
4. Student records will be updated as required, including Individual Management Plans where applicable.
5. Medication to be administered by a staff member when authority is granted.
6. All medication is to be placed in a secure location. (See Asthma Management Policy re: Asthma medication).
7. All medication dispensed will be recorded, except where covered by a long-term management plan e.g Asthma Management Plan.
8. Alternatives to analgesics will be offered for the management of pain in most circumstances. Analgesics will only be administered after written or verbal permission has been granted from the parent or guardian.
9. Staff will be kept informed of the school medication procedures.
10. Student Medical Details are stored in the First Aid Room filed in alphabetical order in Staff Administration folders and on the Office Computer (which has the student photo).

## Evaluation

1. The First Aid coordinator will discuss with staff the Student Medication Program.
2. Medication Management Plans will be used to monitor students and their medication.
3. The First Aid coordinator will meet with staff when necessary to discuss the program and/or any concerns.

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# Program

Program ratified by  
School Council

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