NATHALIA PRIMARY SCHOOL

MEDICINES POLICY 2014

1. Basic Belief
Children requiring medication who attend school, have the right to a managed medication program. All children have the right to attend school in a safe environment, where essential medications are kept and administered safely.

2. Guidelines
- At enrolment, each student should have an immunisation form and detailed medical status recorded on their enrolment form. Emergency contacts, family doctor, ambulance membership etc. should also be recorded.
- At the beginning of each year a request for these records to be updated will be published in the newsletter.
- Any children that have a known medical condition (e.g., Asthma, diabetes, ADHD, allergies) will be listed on a medical list in the office area. With regular updates published and given to teachers.
- If a student is ill, they should be kept home until fully recovered. This will help the recovery of the child and reduce the spread of infection to other children.
- Parents are encouraged to come to school and administer medicines to their own child. If this is not possible, the following will take place:
  - All medicines must come to school with clear written instructions
  - Medicines must be given to the class room teacher, but stored in the school’s administration area
  - Office staff will take responsibility for the safe storage and dispensing of medicines
  - Only the amount of medicine needed for the day should be sent to school (where practical)
  - Once the medicine is dispensed, it will be recorded on the sheet attached
  - If there is a concern about the medicine, the class teacher/office staff are to contact the parents for more details
- Medications to cover short term or intermittent illnesses will be administered at school when required subject to the procedures set out above.
- Camp/Overnight Excursion forms must include children’s medical details, including medicines to be taken with the child on camp.
- Staff need to be aware of any overuse of medicines by children. If they have any concerns, the issue should be discussed with the principal, who may then discuss the issue with parents.
• Integration aides may be required to administer certain medications to their integration children. Depending on the type of medication, the aides may need to be trained by the parents of the children.
• A First Aid Officer will be nominated each year. This person will be responsible for the upkeep and organisation of the medicines etc in the first aid cabinets.
• Details regarding the management of Asthma, refer to the Schools of the Future Reference Guide Section 4.5.

3. Evaluation
   This policy will be reviewed annually to recommend appropriate changes etc.