



## BERRI PRIMARY SCHOOL MEDICATION POLICY

Approved by Governing Council on 10/8/16

Released August 2016

To be reviewed July 2019

Refer to DECD Policy for further information [www.decd.sa.gov>health-and-wellbeing](http://www.decd.sa.gov>health-and-wellbeing)

### HEALTH CARE PLANS

- Parents and guardians retain primary responsibility for ensuring that the school has relevant health care information about their children.
- Relevant health care information should be provided to the school at the time of enrolment, when updated, and at least annually thereafter. In severe cases updates should occur throughout the year.
- All students with a known medical condition which may require emergency intervention will require a Health Care Plan completed and signed by a medical practitioner.
- If updated health care information is not provided as requested, school staff can provide only first aid assistance, in accordance with their training.
- Confidentiality of Health Care Plans is maintained at all times.

### MANAGEMENT OF MEDICATION

- A written medication authority from the student's prescribing health care professional must be provided prior to administering medication.
- School staff will only store and supervise medication for the period of time specified by the medical practitioner.
- Medication must come in original packaging with chemist label.

- To minimise the quantity of medication at school, medication must be delivered to the front office on a weekly basis.
- All medications are stored in a secure, limited access site.
- Prescribed medications can only be administered to the student shown on the label of the medication (ie: no sharing).
- Out of date medications will be returned to the parent/Carer.
- All medications must be accompanied by written instructions from the doctor. They must match the printed instructions on the product packaging. This can be in the form of the standard 'medication authority' DECD form, or a written letter.
- Storage and administering of medications will be the task of the Front Office Staff.
- Students are not permitted to carry any medications personally.
- Parents are to ensure that medication stored at the school is current.
- Analgesics and other over the counter medications must be prescribed by a doctor for staff to be able to supervise their use.

## RECORDING THE ADMINISTERING OF MEDICATION

- All medications administered will be recorded on each child's personal medication log by the front office staff, including date, time, reason and dosage and is signed.

## MONITORING THE EFFECTS OF MEDICATION

- Parents/Carers are required to administer the first dose of any new medication.
- Once a student has taken medication Staff will make normal observations and provide routine first aid responses if they deem necessary.

## WHEN OFF SITE

- All student medication must accompany students whenever they are off site.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge', with all details recorded on their medication log.

# INCORRECT MEDICATION, DOSAGE OR ADMINISTRATION

## FOR SEVERE REACTION RING 000 IMMEDIATELY

- If a student takes incorrect medication, the wrong amount of medication, or takes medication via the wrong route, the following steps must be followed:

