

COATESVILLE PRIMARY SCHOOL

Medication Policy

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1. Purpose

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

2. Guidelines

- 2.1 Children who are unwell should not attend school or school related activities.
- 2.2 The First Aid Officer on duty will administer all medication.
- 2.3 Parents must provide written permission for medication to be administered
- 2.3 Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff. Special circumstances may apply to school camps.
- 2.4 The First Aid Officer will be responsible for the process.
- 2.5 Safety procedures must be followed when dealing with medicinal substances and contagious illnesses.

3. Implementation:

- 3.1 All parent requests for the administering of prescribed medications to their child must be in writing on the form provided and must be 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).
- 3.2 Requests for prescribed medications to be administered by the school 'as needed' will cause the First Aid Officer to seek further written clarification from the parents.
- 3.3 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 first aid refrigerator, whichever is most appropriate..
- 3.4 Classroom teachers will be informed by the First Aid Officer of prescribed medications for students in their charge and classroom teachers will release students at prescribed times so that they may visit the school health centre and receive their medications from the First Aid Officer.

3.5 Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school

3.6 Staff, students and parents will follow the guidelines for authorised and unauthorised drug use.

Authorised drug use

Asthma medication

- Parents should provide an Asthma plan prepared by their doctor, for their child and present it to the school.
- Asthma sufferers should have asthma medication with them at all times.
- Nebuliser pumps will not be used by the school. Spacers and Ventolin puffers will be available in all areas of the school.

Analgesic Use – In recent years there has been considerable concern over the high level of analgesic use among Australian students.

- Where a child complains of a headache or muscular aches, the school will not administer paracetamol and parents/guardians will be contacted. Special circumstances apply to school camps.

Unauthorised Drug use

When under the school's jurisdiction, students are not permitted to use any drug or to be under the influence of a drug substance. Examples are given below:

Tobacco – The school is a smoke free environment and students are not permitted to possess or use tobacco products.

Alcohol - Students are not permitted to possess or consume alcohol.

Inhalants – Students are not permitted to inhale or ingest a solvent or other chemical.

3.7 Safety procedures must be followed if dealing with the following:

Needles – If used syringes are found within the school ground students must not touch but must alert a member of staff who will deal with it in the appropriate manner.

Blood/body fluid Students should alert a staff member when a student is bleeding so that the student and environment can be cleaned safely.

