STUDENT MEDICATION POLICY (2004)

Rationale
At BHPS medication is administered to students by the school office staff, following a request from Parents or Caregivers. Students who receive medication at school fall into one of two categories:

- Students who are on short-term medication following an illness. These students are sufficiently recovered from their illness to attend school, however are still in need of medication; or
- Students who are on long-term medication for medical and/or behavioural reasons.

Administration of medication will only be undertaken when it is essential for the child to have medication during school hours. The school will not accept the responsibility for the administration of medication close to the beginning or end of the school day. This is a parent responsibility.

The administration of medication at school, is subject to the approval of the principal.

Processes Involved
To ensure the safety of all students receiving medication and the protection of all staff, the school and the Department of Education and Training the following procedures have been designed to meet student welfare and legal obligations.

1. Parents or Caregivers may request medication is administered to their child at school. See Request For Administering of Medication Form.
2. In addition to the Request For Administering of Medication Form parents are also required to complete and sign a Deed of Indemnity Form.
3. For each student receiving medication a Medication Register is maintained in the Medication Folder.

Responsibilities
There are a range of responsibilities involved in the administration of medication at school.

- Parents or Caregivers are responsible for:
  - making requests,
  - supplying and updating medication,
  - supplying a storage container with the child’s name clearly marked,
  - updating relevant medical information,
  - communicating in writing regarding changes to the medication and/or dosage requirements,
  - ensuring their child is aware of the school procedures,
  - collecting medication at the end of the day/week/term.

- Office staff are responsible for:
  - the safe storage of the medication in the medicines box under the front office counter, and
  - the administration of the medication and the completion of the medication register.

- Students are responsible for attending the school office to receive their medication.

- The Principal is responsible for ensuring these procedures are followed.

It is not the role of the office staff, the class teacher or the Principal to follow-up on a student to ensure they receive their medication. This is the responsibility of the student.
**Storage of Medication**
Medications will be stored in individual containers labelled with the student’s name, the medications box which is stored in the cupboard of the school office.