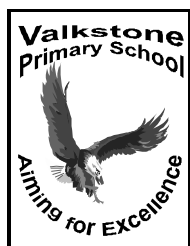


Valkstone Primary School, No. 4778



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MEDICATION POLICY

PURPOSE

Valkstone Primary School aims to protect/maintain the physical well being of students by ensuring authorised drug use takes place in controlled circumstances. This policy applies to all students under the school's jurisdiction on school premises, school camps, and excursions.

SCOPE

The aim of the medication policy is that, as part of their duty of care and in line with the school's Drug policy and harm minimisation strategies, staff assist students, where it is appropriate, to take their medication.

POLICY

Implementation

When students are well enough to be at school but are still required to take prescribed medication during school hours or activities, parents will complete a 'Medication Consent form' (see attached Medical Consent form) prior to school staff administering the medication.

This form may be obtained from the office or classroom and will be kept in the office.

For long term medical conditions requiring on-going medication, the family doctor should provide a written management plan.

Management plans will be stored in a clearly marked container in the First Aid room and reviewed as necessary.

Relevant management plans with accompanying photograph (Diabetes, Epilepsy etc) will be displayed in the staff room, First Aid room and a copy kept in the classroom work program or roll to be readily accessed by Classroom Relief Teachers

Parents/guardians will be informed each year via the school information pack and newsletter of their responsibilities when their child requires medication at school.

Staff will receive professional development on specific medical conditions, as the need arises.

Guidelines

All medication will be clearly marked by parent/guardian before it is sent to school. Medication will be stored, at school, under secure conditions by the designated staff member.

When medication is required a 'Medication Consent Form' will be filled in and signed by the child's parent/guardian.

The staff member responsible for administration of medication will complete the record of administration on the 'Medication Consent Form'.

Evaluation

- Review current 'Medication Consent Form'
- Parent and staff compliance with procedures.
- The number of medical incidents that are recorded in sick bay through the 'Illness/Injury Parent Notification' register

RELATED POLICIES AND RESOURCES

- Insert DET policies here, using hyperlinks
- Write names of school based policies here too

REVIEW CYCLE

This policy was reviewed and accepted by School Council in 2017 and is scheduled for review in 2021.