Rationale:
- Some students who attend Hampton Primary School require regular medication to control illnesses.
- Hampton Primary School recognises the benefits to students of continued attendance at school and supports the regular attendance of all students.
- Teachers have a legal duty of care in regard to the physical well-being of students and will support students who require regular medication.
- Written permission from a parent or guardian is required before medication is administered by staff.
- Student medication is to be administered and stored safely in original packaging.

Implementation:
- The Principal will identify a first aid trained member of staff/school nurse who will be responsible for the implementation of the Student Medication Policy each year.
- Students who have a medical condition or illness will have the relevant information regarding their condition entered with their enrolment details on CASES21 and in the student emergency contact folders. This will include:
  - The usual medication needed by the student for school and associated activities
  - The medical treatment and action needed if the student’s condition deteriorates
  - The name, address and telephone numbers for an emergency contact
  - The name, address and telephone number for the child’s doctor.
- Parents or guardians will supply the medication to be taken during school hours. The medication will be given to the school nurse in original packaging with the student’s name, expiry date, dosage and time to be taken. The name of the medication and storage requirements are to be clearly stated on the packaging.
- Medication will only be given with the written permission from a parent or guardian.
- It is the responsibility of class teachers to notify the school nurse/first aid officer in charge of administering medication, that a student is in need of medication and to send the medication to the first aid room where it will be stored and administered safely.
- Medication supplied for more than one day is to be provided in a labelled container and stored in the cupboard/fridge of the school first aid room.
- Nurse/first aid staff who administer medication to students will record the medicine administered, date and time in the first aid log book that is kept in the first aid room.
- Parents or guardians will take responsibility for the administration of more complex medications e.g.: medication by injection or will speak to the school nurse and see if it is appropriate for them to administer this with written consent.
- Students with a significant medical condition e.g. diabetes, asthma and anaphylaxis will be encouraged to participate in all school activities. Students are able to attend school camps when they are reliably independent in their own care regarding their condition. A parent or guardian may accompany the staff to assist the student if he/she is not reliably independent in their own care regarding their condition.
- At the commencement of each year requests for updated medical information will be sent home, including requests for any long term illness Management Plans. These plans should be developed by parents in consultation with their child’s doctor. Plans should be attached to the student’s file and updated yearly with copies kept in first aid office.
• In the event of a student requiring medication delivered via a nebuliser, guidelines detailed in 4.5.7.3 *Asthma Medication Delivery Devices – Schools’ Reference Guide* would be implemented.

**Evaluation:**
• This policy will be reviewed as part of the school’s three year review cycle.

**Links:**
• First Aid Policy, Asthma and Anaphylaxis policies.

**Attachments:**
• Medication authority forms

This policy was last ratified by School Council in 2008 and reviewed in 2011.