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Distribution of Medicines Procedures 2
1. **Background**

This policy ensures safety and protection for all members of the school community in the area of medication.

2. **Purpose**

To ensure medications are administered appropriately to students in the care of the school.

3. **Policy**

3.1 When a student is enrolled at ACCMP and as requested, the school will:

- require each family to provide and maintain an updated health record including immunisation records, details of student’s past and present medical conditions.
- require each family to provide information and medical records and management plans or any current medical conditions, which will enable the school to effectively manage their children’s health conditions
- provide information and training to all relevant staff and school parents regarding the health status of students, when required.

3.2. Excursion permission slips will ask parents to indicate medical or other information relevant to the excursion.

3.3. Health care will be administered by those approved to do so.

3.4. Significant information will be posted in staff rooms, including serious allergies in accordance with ACCMP Privacy Policy.

3.5. Members of staff should not administer any medication (including any from school supplies) without the prior approval of the Principal or Deputy Principal. No medication at all should be administered without parent/carer approval, usually in writing.

3.6. With the exception of asthma medication, students should not carry any medications on their person. Medications, whether one off or regular, should be stored in the school office and administered by school office staff under written instructions from parents. All parent requests to administer prescribed medications to their child must be in writing and must include the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).

3.7. Administration staff will maintain a student medical file.
3.8. All medications administered by school office 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 office refrigerator, whichever is most appropriate.

3.9. A Personal Medication Authority, allowing students to carry medication on their person, may be granted in certain circumstances. Parents must obtain written permission from the Principal outlining the reason for the request. Parents or guardians of students with conditions that require the administration of any medication must ensure that the school is made aware of the condition being treated, and have provided full details of the medication, including dosage, frequency, significant side effects, during of treatment and any other relevant information, in legible language.

3.10. An annual review will be conducted of all students concerning medical alerts and regular medications. Parents are responsible to notify the school if specific medical requirements change during the year.

3.11. Any medication which reaches its expiry date will be returned immediately to parents for disposal. Medications purchased by the school will be appropriately disposed of when they reach their expiry date.

3.12. Non-prescribed oral medications (e.g. panadol) will not be administered by school staff without parent permission. Headaches etc. will generally be treated in the first instance by offering students water and rest before administering medication.

3.13. All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Deputy Principal or delegate who will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities. Parents/guardians are responsible for ensuring the prescribed medication and correct quantities are available to the school, and informing the school of any medication change.

3.14. Consistent with our Asthma policy, students who provide the Deputy Principal with written parent permission supported by approval of the principal may carry an asthma inhaler with them.

3.15. Classroom teachers will be informed by the Deputy Principal of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from school office staff.

3.16. Medication shall only be administered by persons with appropriate qualifications. The minimum qualification is a current First Aid Certificate or in the case of anaphylaxis emergency, the appropriate certification.
3.17. 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 and excursion guidelines.