

Ocean Road Primary School
Prescribed Medication Policy

Policy

1. Under the direction of the EDWA Medication Policy, where possible students will “Self-Administer” their own medication.
2. If the school’s assistance is required in the administration of prescribed medication parents must;
 - a. Seek permission from the principal
 - b. Complete a “Student Medication Request form”.
 - c. Complete a “Medication Instructions from Prescribing Doctor form”.
 - d. Complete a “Short-Term Medication Request form” if required eg. For antibiotics etc.
3. The school will not be involved in the administration of non-prescribed medications.

Long Term Medication (medication for ADHD etc)

1. These types of medications will be housed centrally under lock and key in the school medical (sick) room.
2. Only administration staff will supervise/assist in the administration of these medications. Admin staff include Principal, Deputies, Registrar and School Officer.
3. Medications will only be kept if stored in a “Weekly Dosage Container” that is clearly labelled with the child’s name.
4. Tablets (dosage) to be packed in these containers by the child’s parents.
5. Children requiring medication will wait at Deputies office for an administrator.

Short-Term Medications (Antibiotics etc)

1. Once permission has been sought, Administration/Supervision of these medications will be the responsibility of the child’s teacher.
2. Medications will be stored in a school refrigerator.
3. Teacher will make the necessary arrangements.

Emergencies (Bee Stings etc)

1. Parents must advise Principal of child’s condition
2. Parents must complete “Students Medical Emergency Request form” detailing Child’s condition, Parent Consent and Action Plan to follow in case of emergency.
3. Parents supply photo of child.
4. School will attach photo to Action plan and place on notice board in both staffroom and medical room and inform **all** staff of child/condition.

