

## MEDICATION PROCESS

Parents are to provide the classroom teacher with a letter from their child's medical practitioner with instructions for dispensing medication. (This applies both to prescription and over the counter medicines.) An official chemist's label with your child's name is acceptable for prescription medicines. We ask that the dispensing of medication be timetabled for 1.00pm to 1.15pm, the start of lunch break, so that children do not miss out on learning time. If this time is impossible, please contact the teacher to organise an alternative time. Because of legal issues concerning drugs, the school cannot dispense medication to students without approval from a medical practitioner. Parents are to provide up to, but no more than, one week's medication at a time. The container must be clearly labelled with your child's name, home group and name of medication.

If your child requires long term medication, please provide new advice from the medical practitioner whenever the dosage of medicine changes or the type of medicine changes. The school will file this information.

The classroom teacher will write your child's name (to fulfil privacy requirements, the name of the medication and reason for medication will NOT be displayed) on a Medication Dispensing list which is displayed in the classroom. Your child will then take the medication and medical practitioner's instructions to the First Aid room so that full details can be entered in the Medication Folder, the medical practitioner's instructions filed and the medication stored in the locked cupboard. If medication needs to be stored at less than 20° please place it in a small insulated container.

Two peer monitors from the classroom will be appointed as backups to remind your child to go to the First Aid room. In Preps this reminding will be done by the classroom teacher. It is important children take increasing responsibility for remembering to go to the First Aid room to take their medication.

Parents are asked to check daily with their child that they have gone to the First Aid room for their medication. We are unable to go looking for children who do not attend. Parents can ask office staff to view their child's records in the First Aid room anytime before or after school. We ask that parents speak to their child if they are not going to the First Aid room to take their medication. Peer monitors will inform the First Aid attendant if the student on medication is absent from school, and this will be recorded.

Students are not to bring medication to school to keep in their bags and self administer because all medication and drugs are to be stored in the lockable cupboard to eliminate access by other students. Students are however, to carry their own asthma puffers. Parents can come to the school and administer medication at 1.00pm if they would prefer to do it themselves.

Excursions, sports carnivals, swimming etc.→ parents are to provide one day's supply of medication in a sealed container with child's name, name of medication and dosage, to the classroom teacher to take on the excursion or sports event. A letter from the medical practitioner is required if the school hasn't already got one.

Camps→ there are very comprehensive forms and requirements specific to camps. You will receive full details prior to each camp.

A general First Aid Kit which includes an asthma puffer, any diabetes treatment and individually owned epipens, is taken on excursions.