



School No: 2068 Established 1878

4.10 Medication



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

In the interests of health and wellbeing of the children, Cranbourne Primary School OSHC will only permit medicines to be given to a child if a medical practitioner prescribes the medicine, and it is directed in writing by the medical practitioner to be administered during operational hours.

Procedures

- Staff will only be permitted to assist the child in self-administered medication if it:
 - is a prescribed labelled medication,
 - is in its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date, and
 - is accompanied by authority from the parent/guardian.
- All medication will be kept by the Co-ordinator (or her/his nominee) and stored in a locked cupboard or similar storage receptacle.
- Storage should prevent unsupervised access and damage to medicines e.g. some may require refrigeration.
- All administration of medication will be recorded in a medication administration register.
- All medication will be measured and dispensed by the Co-ordinator (or a staff member nominated by the Co-ordinator who is duly qualified in first aid) and witnessed by another staff member to the child to self-administer the medication.
- All unused medication will be returned to the parent on collection of the child.
- For asthma, diabetes or other similar ongoing medications parents will be required to advise the Co-ordinator in writing whether their child will be responsible for administering their own medication or will require supervision and full details of how, when (i.e. at what intervals) and by whom all such treatment is to be administered

Relevant Law and Regulations

National Regulations (77, 85, 86, 88-96, 168)

National Quality Framework Quality Area 2

Relevant Policies

Anaphylaxis Management Asthma

Diabetes

General Health and Wellbeing Hygiene

Medical Conditions

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025