

MEDICATION POLICY

This policy is informed by:

- CMS Student Welfare Policy 2015
- CMS Health Policy (reviewed June 2016)

Statement:

The health and safety of the students at Canberra Montessori School is central to providing optimal conditions for learning. We support health for all students by ensuring process and protocols are in place to manage medication in short term or long term cases.

Rationale:

Canberra Montessori staff support administering medication on receipt of written parental consent.

Implementation:

Parents/guardians of children with asthma must submit asthma medication (inhalers and bronchodilators) to their child's classroom teacher and complete the Medication Authority Form.

Canberra Montessori School staff will not administer medication to children (except bronchodilators in the case of an asthma attack) without written consent from parents/guardians.

Ventolin is kept within the school for emergency use.

All medication must be supplied in original packaging with signed instructions detailing the child's name, dosage, name of medication and times for administering medication.

Medication must be within its expiry date.

All classrooms have Medication Authority Forms for this purpose.

Medication which has been prescribed by a medical practitioner and obtained from a pharmacy must be handed in its original packaging and have a pharmacy label clearly stating the name of the patient and the dosage required.

For pharmacy over-the-counter medication, signed instructions on the Medication Authority Form must be supplied and must comply with those stated on the medication label.

Under no circumstances should children have any medication in their school bag or lunch box for self-administration.

CMS staff will keep all medication in a secure location. The location of storage will accord to the product instructions, particularly in relation to temperature.

Medication will be administered by a suitably qualified person who has a current First Aid certificate and records kept on the Medication Authority Form.

Student privacy and confidentiality is protected by staff to avoid any stigmatisation.

Staff will encourage parents/carers to consider whether they can administer medication outside the school day, such as before and after school and before sleeping.

Approved by:	Date:	Next Review Date:
Principal	03/08/2020	03/08/2022