



MEDICAL ADMINISTRATION POLICY

Purpose

Peter Moyes Anglican Community School (the School) is committed to promoting the safety and wellbeing of its students and staff. It recognises that some students will need to access medications on a temporary or regular basis for medical conditions.

The School acknowledges that the presence of quantities of medications on its grounds may present risks or concerns and needs to be closely monitored. The extent to which assistance can be offered will be governed by available School and staff resources. All medication should be registered using the appropriate form with Health Centre Officer in the Health Centre located in the Main Administration Building.

Parents/Guardians must complete the Medication Form if their child requires prescribed medication during school time. This form must be signed by the prescribing doctor; however, if the medication is provided in the original box with the name of the student, name of medication, and dose to be taken, the medical form only needs to be signed by the parent/guardian.

Parents/Guardians need to be aware that Staff are only first aid trained, and usually have limited knowledge of the extensive range of ailments and treatments that confront students.

Staff should administer prescribed medication only where there is an agreement between parents/guardians and the School, and where either written instructions from the prescribing doctor have been provided via the Medication Form, or the parent/guardian has signed the Medication Form and provided the medication in the original packaging with all relevant details.

Where a student has a known medical condition which has the potential to necessitate emergency action by staff, such as acute asthma, a Medical Action Plan is required and will be developed in consultation between the parent/guardian and the School.

Storage of medication and preservation of medical records are overseen by the Health Centre Officer.

Parents/Guardians are to be fully conversant with the Medical Administration Procedures, which accompany this Policy.

Related Documents

First Aid Policy
Medical Action Plan
Medical Administration Procedures
Medication Form