

# **EVERTON PRIMARY SCHOOL**

## **MEDICINES POLICY**

This policy has been developed to enable the students, staff and parents to have a system that enables correct protocol to be carried out with the regards to the welfare of the students.

- When each child enrolls at school an immunisation form is required to be given to the Principal. A written record of the child's physical and health status needs to be presented which notes any illnesses eg. asthma, epilepsy etc. or allergies eg bee stings. Emergency contacts, family doctor, ambulance member, court intervention, orders and siblings will need to be recorded.
- At the beginning of each school year this medical record will be requested to be updated by the parents/or guardians.
- The medical status of each child will be made available to the student's classroom teacher.
- Any children that have a known medical condition eg asthma, diabetes, allergies will have their particulars displayed on a board in the office and there will be listed the medical condition and the treatment required for this medical condition.

**\*\*\* If a student is ill then the child should be kept at home until recovered. This will help with the recovery of the child and help to reduce the spread of infection to other children**

1. Parents are to be encouraged to come to the school to administer medicines to their own son/daughter.
2. All medicines that are to be administered by school personnel must be taken to the office on arrival at school and signed in the by the parent or guardian.
3. The student's name and the medicine's name will be written on the medicines pin board provided in the office.
4. All medicines must come with attached clear, written instructions.
5. Only the amount of medicine required to be dispensed that school day should be sent to the school where practical.
6. Students may only obtain their medicines by going to the office and obtaining their medicine from Principal or designated person.
7. Once the medicine is dispensed, the time of dispensing and who dispensed it will be recorded on the sheet provided.
8. In the case of any media attending the school because of an illness/accident/ only the school Principal or his/her nominee will be permitted to make comment to the media.

Definition of a medicine : Any substance used to alleviate any medical condition.

**This policy was last ratified by School Council in November 2014**  
**Date for Review:- November 2016**