



WATERVALE PRIMARY SCHOOL



Medication Policy

1. Purpose

To ensure safe, consistent, and effective management of medication for students at Watervale Primary School, in accordance with the Department for Education's Medication Management Procedure.

2. Scope

This policy applies to all staff, students, parents/carers, and volunteers at Watervale Primary School who are involved with the administration, management, or supervision of student medication during school hours, excursions, camps, or school-based activities.

3. Policy Statement

Watervale Primary School is committed to supporting students' wellbeing by facilitating the safe storage and administration of prescribed and non-prescribed medication, as documented and authorised. Administration of medication will occur only under the direction and written authorisation of a health care professional, with parent/carer consent, in line with Department guidelines.

4. Guidelines and Procedures

4.1 General Principles

- No student is to be in possession of medication unless a negotiated health care or emergency plan allows.
- Staff will only administer medication with the appropriate documentation (e.g., Medication Authority, Health Care Plan) and parent/carer consent.
- Medication must be supplied in original pharmacy packaging, labelled with the student's name, medication name, dosage and administration instructions.

4.2 Authorisation and Documentation

- Parents/carers must provide a completed Medication Authority or health care plan, signed by a registered medical practitioner.
- School staff will update and store documentation securely, in line with privacy requirements.
- Parents/carers are responsible for supplying and replacing medication and for advising the school of changes.

4.3 Storage and Security

- All medication will be stored in a secure, clearly labelled, designated area (not accessible by students) unless otherwise specified in an emergency health care plan.
- Medication requiring refrigeration will be stored in a secure location inside the staffroom fridge.

4.4 Administration

- Only staff who have completed required training will administer medication.
- The administration of medication will be logged immediately on the appropriate record sheet/form, including date, time, dosage, and staff signature.
- Students must, where possible and age-appropriate, self-administer under direct supervision, as authorised in their health care plan.

4.5 Excursions, Camps, and Off-Site Activities

- The same standards and protocols apply during excursions, camps, and off-site activities.
- Medication and documentation will be transported securely by a trained staff member.

4.6 Emergency Medication

- Emergency medication (e.g., asthma inhalers, EpiPens) will be accessible as per student health care and emergency plans.
- Staff are trained to respond according to these plans and Department procedures.

4.7 Disposal of Medication

- Unused or expired medication will be returned to parents/carers for correct disposal.
- If unable to return, medication will be taken to a local pharmacy for appropriate disposal.

5. Roles and Responsibilities

5.1 Principal

- Ensures procedures are implemented in line with Department policy.
- Supports staff training and documentation processes.

5.2 Staff

- Administer medication as authorised and document administration.
- Store medication securely.
- Maintain confidentiality and uphold privacy regarding student health information.

5.3 Parents/Carers

- Provide accurate, up-to-date medical information and authorisation.
- Supply and collect medication as required.

5.4 Students

- Follow instructions regarding medication use and administration (where appropriate).

6. Review

This policy will be reviewed every three years or as necessary in response to updated Department for Education guidelines, legislative changes, or local requirements.