LOWER PLENTY PRIMARY SCHOOL OSH 

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# MEDICATION

## PURPOSE

Lower Plenty 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.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* 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.

## FURTHER INFORMATION AND RESOURCES

* National Regulations (77, 85, 86, 88-96, 168)
* National Quality Framework Quality Area 2

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.