

If you need help to understand the information in this policy, please the school office; 94281909

To explain to parents/carers, students and staff the processes Richmond Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

This policy

The Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required

Richmond Primary School will not:

- in accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
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				Start: / / End: / / OR Ongoing medication	No – student self- managing Yes remind observe assist administer
				Start: / / End: / / OR Ongoing medication	No – student self- managing Yes remind observe assist administer

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

Signature: _____ Date: _____

Name of medical/health practitioner: _____