



RATIONALE

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

Hamilton Special Developmental School is cognisant of its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that our administration of medication poses no risk to child safety.

AIMS

At all times Hamilton Special Developmental School (HSDS) will adhere to the DET guidelines for students requiring medication. This policy should be implemented in alignment with:

1. DET PROTECT Guidelines;
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>
2. VRQA Child Safe Standards;
<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>
3. DET Reporting (emergency and incidents):
<http://www.education.vic.gov.au/school/principals/spag/management/pages/reporting.aspx>
4. DET Emergency Response Procedures - Medical Conditions:
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorresmedic.aspx>
5. DET Health Support Planning Forms:
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>
6. HSDS's First Aid Policy
7. HSDS's Students with Significant Health Needs Policy
8. HSDS's Camps and Excursions Policy
9. HSDS's Care Arrangements for Ill Students Policy
10. Any other current or future policy related to the health and safety of staff and students of our school

Hamilton Special Developmental School staff will ensure the medications are administered appropriately to students in our care.

IMPLEMENTATION

1. All students who are entitled to attend our school are welcome to do so.
2. All students have a right to have their individual physical, social, emotional and academic needs identified and addressed.
3. The parents/carers of students with significant health needs are required to meet with the principal and key staff to develop an individual [Student Health Support Plan](#) guided by advice received from the student's medical practitioner that details the student's condition, health needs etc; as well as detailing an anticipated schedule of school or hospital attendances etc. If medication is required for the student, a [Medication Authority Form](#) is required to be completed by the child's medical practitioner.
4. The support plan and the medication authority form must be updated by parents should the circumstances change, or 12 months pass since their original completion.

MEDICATION POLICY



5. Parents/carers are reminded that staff may not be qualified, competent or comfortable providing some forms of medication or support. Staff may reserve a right of refusal to perform certain medical tasks in some instances.
6. All staff (including relief staff) associated with students with health needs will be made aware of the student's condition and requirements. Staff will be provided with professional development as required.
7. Open communication processes will be put into place, including communications books and parent support group meetings.
8. Forward planning will provide flexible educational programs that can be modified or conducted at home or in hospital.
9. Open communication will be maintained with educational facilities in hospitals so as to ensure a continuity of studies.
10. The school will maintain appropriate contact with students during times in hospital, so as to provide social, emotional and academic support.
11. The school will provide support for siblings and close friends of students with significant health needs as appropriate.
12. The School Council will seek special equipment or facilities (ramps, disabled toilets etc) as required.

EVALUATION

This policy will be reviewed as a part of the school's three year policy review cycle.