



The Japanese School of Melbourne

Medication Policy

If you need help to understand this policy, please contact school office on 0395281978.

Purpose

The Japanese School of Melbourne (JSM) aims to protect/maintain the physical well being of students by ensuring authorised drug use takes place in controlled circumstances. The aim of the medication policy is that, as part of their duty of care and in line with the school's harm minimisation strategies, staff assist students, where it is appropriate, to take their medication.

Scope

This policy applies to all students under the school's jurisdiction on school premises, school camps, and excursions.

Policy

Implementation

When students are well enough to be at school but are still required to take prescribed medication during school hours or activities, parents will complete a 'Medication Request Consent form' prior to school staff administering the medication.

This form may be obtained from the office and will be kept in the staffroom.

For long term medical conditions requiring on-going medication, the family doctor should provide a written management plan.

Management plans will be stored in the staffroom and reviewed as necessary.

Relevant management plans with accompanying photograph (Diabetes, Epilepsy etc) will be displayed in the staff room.

Parents/guardians will be informed of their responsibilities each year when their child requires medication at school.

Staff will receive professional development on specific medical conditions, as the need arises.

Guidelines

All medication will be clearly marked by parent/guardian before it is sent to school. Medication

will be stored, at school, under secure conditions by the designated staff member. Students who need medications will be required to bring and take their medications with them when they come to school and go home each day.

When medication is required a 'Medication Request Consent Form' will be filled in and signed by the child's parent/guardian.

The staff member responsible for administration of medication will complete the record of administration.

Evaluation

- Review current 'Medication Request Consent Form'.
- Parent and staff compliance with procedures.

Approval

Created date	November 2024
Consultation	Staff, School board
Endorsed by	School Board
Endorsed on	November 2024
Next review date	November 2026

This policy was drafted in English, and translated into Japanese for reference purposes only. In the case of a difference in interpretation the English version will prevail.