



Topic:	Holy Spirit School Administration of Medication Policy
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Please read the information relating to the administration of medication at school. Guidelines have been received from the Catholic Education Office and parents who have children needing medication **MUST** complete the relevant forms that are available from the office.

1. RATIONALE

Catholic school staff have a duty of care to pupils during school hours and at other times when a staff/student relationship exists.

The duty of care which staff owe pupils is that which prudent and concerned parents would take for their own children.

Part of the duty of care involves the administering or supervising the administering of medication to students.

From the onset it is recognised that:

- Some students have a need to access medication on a regular basis for medical conditions.
- The presence of various quantities of drugs within the school may cause problems and needs to be monitored.
- Assistance that can be offered by staff is limited to their knowledge, skill and resources.
- Student self-administration of medication is preferred if this is a viable option.
- The misuse of prescribed medication can place the user in serious and in some instances, life threatening situations.

2. PRINCIPLES

- 2.1 The Principal approves school staff to administer medication/supervise the administration of medication by students.
- 2.2 School staff are not expected to administer prescribed medication or treatments that require specialist training to administer.

3. PROCEDURES

Aspirin is never to be administered to students without a medical practitioner's written instructions.

- Analgesics, eg paracetamol, are not to be administered to children without the written authorisation from parents/guardians.

4. PRESCRIBED MEDICATION – SELF ADMINISTERED

When a child is required to self-administer medication, parents are to:

- Notify the Principal of this requirement in writing using the form available from the office stating
 - : reason for medication
 - : dosage
 - : side effects
 - : symptoms of misuse

- : prescribing doctor
- Ensure that medication is clearly labelled.

5. PRESCRIBED MEDICATION – STAFF ADMINISTERED

When a child is deemed incapable of self-administering prescribed medication, parents are to provide:

- Written authority for school staff to administer the prescribed medication using the form available from the office.
 - The reason for medication.
 - The frequency of dosage.
 - Details from the medical practitioner regarding the circumstances of use.
 - This information is to be brought to the attention of all staff who have the student under their care.
 - Staff may only administer medication in accordance with the medical practitioner's instructions.
 - Possible side-effects.
 - The dosage.

It is the parent's responsibility to ensure that all medication is:

- Appropriately packaged.
- Clearly shows the name of the medication.
- The student's name.
- Dosage and frequency of dosage.

6. EMERGENCIES

An emergency action plan must be developed for students with medical problems, after consultation with the Principal and parents/guardians.

The school will survey parents each year to establish those children with special needs.

Parents are required to notify the school of children with special medical problems.

7. THE EMERGENCY ACTION PLAN AVAILABLE FROM THE FRONT OFFICE WILL CONTAIN

- (i) Written approval from parents/guardians to implement the plan.
- (ii) The specific medical problem.
- (iii) Symptoms that may be observed.
- (iv) Level of treatment to be administered by the school
- (v) Name of medical practitioner and proximity to whom the child is to be taken.
- (vi) Transportation arrangements to nearest medical service.

All school activities, including excursions and camps, should make provision for an emergency action plan.

Emergency action plans will be revised and updated annually.

8. RECORDS

All documentation pertaining to the administration of medication to students is to be retained by the school until the student's 25th birthday.

9. STORAGE OF PRESCRIBED MEDICATION

Prescribed medication on the school premises is to be stored in a safe place and removed from school premises during periods of vacation.

STUDENT MEDICATION REQUEST/RECORD

Where possible student medication should be self-administered by the student or be administered by parents at home at times other than school hours. If the Principal of the school is to approve staff administering or supervising the administration of medication to a student, then the following requirements must be met.

The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students. The doctor is to provide any additional information to staff regarding special requirements that may exist for the administration of the medication.

Prescribed student medication is to be presented to the Teacher and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency.

I _____ being the parent/guardian of student

_____ request that
(name)

_____ administer the following medication as prescribed by
(name of school)

Dr _____ for the purpose of treating _____
(condition)

Name of medication: _____

Dosage: _____

Time to be taken: _____

I _____ confirm that if this medication is not administered my child's life will not be at risk.

- In requesting the staff member to administer this medication I am aware/accept that the responsibility is mine if in the course of the school day these instructions are not followed.
- I confirm that to the best of my knowledge my child is not allergic to this medication.
- I confirm my child is fit enough to attend school.

(Signature of Parent/Guardian)

(Date)