



Queen of Apostles School

ADMINISTRATION OF MEDICATION PROCEDURE

RATIONALE

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

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.

PRINCIPLES

1. The Principal approves Administration staff to administer medication/supervise the administration of medication by students unless, in consultation with parents, it is deemed necessary to retain in the classroom.
2. School staff are not expected to administer prescribed medication or treatments that require specialist training to administer.
3. All medication is kept in the administration area (see point 1 for exclusions)
4. Regular medications administered are recorded each day and kept on file.

PROCEDURES

1. Prescribed Medication - Self-Administered/Staff Supervised

When a child is required to self-administer medication, parents are to notify the Principal of this requirement in writing stating:

- reason for medication
- dosage
- side-effects
- symptoms of misuse
- prescribing doctor
- Ensure that medication is clearly labelled.

2. Medication - Staff Administered

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

- For prescribed medications, 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, in the case of prescribed medications, or the parent's instructions in the case of over-the-counter medications (e.g. antihistamines).

3. 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.
- The dosage.
- Frequency of dosage.
- Is not out-of-date.
- Is sufficient in quantity for the student's needs.

4. Nominated Office Staff are the only people who will administer prescribed medication from the Office at duly noted times, with each administration confirmed and documented in the "**Medications Register**".

5. All medications will be stored in in the School Office, or in the First Aid refrigerator, whichever is most appropriate.

6. All completed "**Request for the Administration of Medication Forms**" and details relating to students, their prescribed medication, dosage quantities and times of administration will be kept in a loose-leaf "**Medications Register**" located in the School Office.

7. Normally, non-prescribed oral medications (eg analgesics) will not be administered by school staff nor will they be kept in the school. However, parents of students who may require non-prescribed allergy medication or analgesic medication, are required to meet with the Principal or Office Administrator to discuss the matter and to provide signed written instructions should their child/children require such medication.

8. Requests for prescribed medications to be administered at the school "as needed" requires the Principal to seek written confirmation of all details from the medical practitioner.

9. Consistent with our Asthma Policy, students, who provide written parental permission supported by the approval of the Principal, may carry an asthma inhaler with them.

10. Students involved in school camps or excursions will be discreetly administered prescribed medications under the supervision of the teacher in charge, in a manner consistent with the above procedures.

All details will be recorded on loose-leaf pages from the official ***“Medications Register”***. Completed pages will be returned to the official ***“Medications Register”*** upon return to school from the camp or excursion.

11. Parents of students, who may require medication to be administered by injection at school, are required to meet with the Principal to discuss the matter, and to establish an agreed individual medical action plan in consultation with the student’s medical practitioner.

12. All staff will be provided with copies of data relevant to the students in their classes.

13. An annual update of relevant data will be made at the beginning of each school year, with updates as appropriate.

Emergencies

1. An emergency action plan must be developed for students with medical problems, after their concern/allergy/illness has been notified to the school.

2. The school will survey parents each year to establish those children with medical needs. Parents are required to notify the school of children with special medical problems.

3. The emergency action plan 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, and whether he/she is available all day. If not, the child will be taken to the nearest medical centre that has a general practitioner present.

(vi) Transportation arrangements to nearest medical service.

4. All school activities, including excursions and camps, should make provision for an emergency action plan. Parents included in excursions so as to administer first aid (if necessary).

5. Emergency action plans will be revised and updated annually, or more often if necessary, as directed by parents with written instructions.

Records

All documentation pertaining to the administration of medication to students is to be retained by the school.

Storage of Prescribed Medication

Prescribed medication on the school premises is to be stored in a safe place and returned to parents at the end of the school year.