



ADMINISTRATION OF MEDICINES POLICY

First Written	2010
Reviewed	2019
Due for Review	2021

ADMINISTRATION OF MEDICATION TO STUDENTS

In line with Catholic Education WA policy, all decisions regarding the storage and administration of medication will be the responsibility of the Principal. The following guidelines have been taken into account to help the Principal to formulate a policy.

1. Approval for school staff to administer medication or supervise the administration of medication by students, along with the safe storage of all medication, is the responsibility of the Principal.
2. Where an agreement has been reached between the principal, parents/guardians and the school staff, the school staff may administer or supervise the administration of the medication by the student.
3. The degree of assistance offered by the school for students who require medication will depend on:
 - the ability of the school staff to meet the particular medical needs of the student
 - the contribution toward care that may be provided by the student (as in self-administration), parents/guardians, school staff and other community assistance organisations
 - the degree of specialist skills and training required by the school staff to meet the particular medical and health care needs of the student
4. It should also be 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 will be limited to their knowledge, skill and resources.
 - All information should be treated in a confidential manner

POLICY

1. **Non-prescriptive pain suppressants** (aspirin, paracetamol, etc.) will not be administered to students by staff without the written permission of the student's parent/guardian. (The parent/guardian is responsible for the supply of any medication).
2. **Prescribed Medication.** The misuse of prescribed medication can place the user in serious and in some instances, in a life-threatening situation. Please note:
 - Parents/guardians must provide written authority for school staff to administer the prescribed medication.
 - Parents/guardians are responsible for advising the Principal, in writing, or any specific requirements when administering the medication. This should include details from the medical practitioner regarding the circumstances for use.
 - School staff are only to administer medication in accordance with the medical practitioner's instructions.
 - The Principal must ensure that student's medical condition and the medication for that condition is brought to the attention of all staff who have the student under their care.
3. **Storage of Medication.** The medication will be stored at the school office OR in the staffroom fridge and access will be restricted to authorised personnel. All medication must be appropriately packaged, clearly show the name of the medication, student's name, dosage and frequency of the dosage.
 - It should be noted that it is the parent/guardian's responsibility to ensure that all medication is labelled correctly, is not out of date and sufficient quantities are supplied for the student's needs.
 - Students are not to carry medication around in their pockets OR leave medication in their bags or desks because of the likelihood of other children having access to the medication.
 - In many cases, depending on the age/awareness factors and with parent's permission, children will be allowed to self-administer but in the presence of a staff member. This is particularly appropriate with 'puffers' for asthmatics.
4. **Records.** A written record should be made each time medicine is administered to a child, with the date, time and all relevant details recorded.

CONTAGIOUS DISEASES

In the interest of the health of all children, there are some diseases which require that affected children are excluded from school. In none of these common diseases is it necessary for contacts (e.g. brothers, sisters, playmates, etc) to be excluded from school unless they show signs of the disease. Any doubt should be referred to the school principal. Common diseases or conditions which require exclusion from classes are as follows:-

- Chicken Pox
- Measles
- Head Lice
- School Sores (Impetigo)
- Mumps
- Rubella (German Measles)
- Whooping Cough



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Student Medication Request & Record

Where possible, student medication should be administered by the parent/guardian at home in times outside school hours. As this is not possible in all instances, school staff, in consultation with the Principal, will administer prescribed medication to the students.

The following requirements are to be met:

- The Doctor prescribing the medication must be aware that school staff will administer or supervise the administering of medication to the student.
- 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 Principal (or their nominated representative).
- All student medication must be appropriately packaged, clearly show the name of the medication, student's name, dosage, and frequency of dosage.
- Parent/Guardians must ensure that all medication is labelled correctly, is not out of date and sufficient quantities are supplied for the student's medical requirements.

I _____ being the parent/guardian of _____

request that St Joseph's Primary School Staff administer the following medication/s

prescribed by Dr. _____ for the purpose of treating (condition)

_____.

Name of medication/s _____

Dose/s to be Administered _____

Time/s to be Taken _____

Comments _____

Signature of Parent/Guardian _____ Date _____

Please attach any additional information to this form.

