



ST JAMES
THE APOSTLE
CATHOLIC PRIMARY SCHOOL
*Learning with strength
and in gentleness*

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Medication Policy

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.

Aims

To ensure the medications are administered appropriately to students in our care.

Implementation

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- Children who are unwell should not attend school.
 - If students require medication during school hours, parents are encouraged to come to school to administer medicines to their own child. If this is not possible, parents are required to complete a Medication Form, which states the date/s, time/s and dosage to be administered.
 - Administration Staff have agreed to be responsible for administering prescribed medications to children.
 - Non-prescribed oral medications (e.g. headache tablets) will not be administered by the school staff without the express permission of parents or guardians, using the Medication Form.
 - All parent requests for Administration staff to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
 - All verbal requests for children to be administered prescribed medications whilst at school must be directed to Administration Staff, who in turn, will confirm details of the request and outline school staff responsibilities.
 - Requests for prescribed medications to be administered by the school 'as needed' will cause the Administration Staff to seek further written clarification from the parents.

- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked office or office refrigerator, whichever is most appropriate.
- Consistent with our Asthma Policy and the student’s Asthma Plan provided to the school, the student can carry an asthma inhaler with them.
- Home group teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Principal, Deputy Principal or their delegate.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official loose-leaf medications register located in the School Office.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the ‘Teacher in Charge’ in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medication register on return of the excursion to school.
- Parents/carers of students that may require injections are required to meet with a member of the Leadership Team to discuss the matter.

Evaluation and Review

This policy will be reviewed as part of the School’s three-year review cycle.

Related Policies

The Medication Policy has linkages to other relevant School policies, for example:

- Anaphylaxis Management Policy
- Asthma Policy
- Privacy Policy
- Occupational Health and Safety Policy

Authorised by: Mary Abbott (Principal)

Original date: 2012

Review date: 2018

Version history:

1.0: Original document (2012)

1.1: Some wording changed to match context, eg home group teacher (2015)

1.2: Logo revised (2018)