



## Administration of Medication Policy

Revised: 2010

Due for Review: 2015

### **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 school staff to administer medication/supervise the administration of medication by students.
- 2 School staff are not expected to administer prescribed medication or treatments that require specialist training to administer.



## **PROCEDURES**

### **Prescribed Medication - Self-Administered**

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.

### **Medication - Staff Administered**

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

- ◆ Written authority for school staff to administer the prescribed medication.
- ◆ The reason for medication.
- ◆ The dosage.
- ◆ The frequency of dosage.
- ◆ Possible side-effects.
- ◆ 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).

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.



# Matthew Gibney Catholic Primary School

## 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.

*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.

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.

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.

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 until the student's 25th birthday, at which time they are to be returned to the student and if the student cannot be located, all records are to be destroyed.

## 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.