



St Columba's School Bayswater

Grow in Faith Seek Wisdom Live in Peace

Administration of Medication to Students Policy

VISION STATEMENT

St Columba's Primary School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

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ADMINISTRATION OF MEDICATION TO STUDENTS

As a result of the increased number of children in schools being prescribed medications on a long and short-term basis, the educational, medical and legal authorities have been up-dating their recommendations on practices and procedures for administration of medication in schools. In line with the Catholic Education Office 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.

Action to Take Place

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. **FORM: Authorisation to Administer Medication.** (The parent/guardian is responsible for the supply of any medication). It should be noted also that aspirin can only be administered to students with a medical practitioner's written instruction because of the development of Reye's Syndrome (a potentially fatal disease in childhood). The administration of the medication must be recorded in the **Medical Record Form**.
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 – **FORM: Authorisation to Administer Medication**
 - Parents/guardians are responsible for advising the Principal, in writing, of 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.
 - A record of the administration of the medication must be recorded in the **Medication Record Form**
 - 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.
 - Bulk quantities of medication will not be left on the school premises and all medications will be removed from the school premises at the end of each term.
3. **Storage of Medication.** The medication will be stored at the school office OR in the case of Kindy or Pre-Primary children, at the Kindy/Pre-Primary, 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.** St Columba's Primary School will maintain the appropriate documentation and store it safely until the student's 25th birthday. **FORM:** Authorisation to Administer Medication, Medications Record Form

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: -

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| • Chicken Pox | Mumps |
| • Measles | Ringworm |
| • Head Lice | Rubella (German Measles) |
| • School Sores (Impetigo) | Whooping Cough |