



ST MARY'S SCHOOL MANSFIELD MEDICATION POLICY

Rationale:

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff. The best place for a sick child is at home.

Aims:

- To administer medication safely.
- To ensure that students are given the correct medication at the right time of the day.

Implementation:

- Administration staff are responsible for overseeing the administration of prescribed medications to students. All medications are to be administered in sick bay.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff, unless the staff member holds current first aid training. This will only be carried out with parent permission and notification by the appropriately trained staff member.
- All parent requests regarding prescribed medications for 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 student medications must be in labelled containers, must have the quantity of tablets confirmed and documented, and must be stored in either a secured drawer, first aid cabinet or in the Principal's Office refrigerator, whichever is most appropriate.
- Individual Asthma Plans are to be completed and implemented consistent with the above steps
- All completed Asthma Plans, Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in confidential medications registers located in the Sickbay and maintained by the admin staff.
- All Epi pens are stored in the Sickbay.
- The medical status of each child is to be updated annually or as required.
- The school is to stock a spacer and bronchodilator to be used in an asthmatic emergency. The expiry date of the bronchodilator and sterilization of the spacer is to be the responsibility of admin staff.
- On camps and excursions, one teacher is to be nominated to take responsibility for the administration and security of all medication in a manner consistent with the above procedures.
- Parents or carers of students who may require injections are required to meet with the principal to discuss the matter.

Evaluation

This policy will be reviewed in May 2018 in accordance with the School Policy Timeline.

