



St Joseph's School WONTHAGGI

MEDICATIONS POLICY

Rationale

There can be a number of children at school who require regular or occasional medication whilst in our care. Teachers are not legally permitted to administer medication to children without the written consent of the child's parents/guardians and written instructions from a medical practitioner or pharmacist regarding the dosage of the medication to be given.

Purpose

This policy has been written to enable parents and teachers to communicate effectively regarding the medications children require whilst at school.

MEDICATION AT SCHOOL

- Children who require medication whilst at school are not to keep the medication in their bags or desks, with the exception of asthma inhalers and spacers. This includes paracetamol and aspirin and the like, which must be given to the teacher upon arrival at school (in its original packaging) who in turn will ensure the medication is kept in a safe appropriate environment, usually the school sick bay.
- All parent requests for the school to administer prescribed medications to their child must be in writing, preferably on the school medical administration form (Appendix A), and must be supported by specific written instruction from the medical practitioner or pharmacist including dosage and times to be administered. The medication should be in its original packaging and clearly labelled with the child's name and grade on it.
- Staff will keep such medication in a safe place away from the reach of children and will administer it to the child when it is necessary. When administering regular medication to a child, the staff member shall check that the medication label and instructions are correct for that child. In the case of irregular medication such as paracetamol, antibiotics etc., teachers will check the medication dosage is correct before giving it to the child requiring it. A record shall be kept of all medication taken by a student starting date, name of student, name of medication, dosage given and signature of supervising staff members.
- Teachers will notify parents if medication supplies need to be renewed for a child and parents are asked to respond promptly to such requests.
- Asthma management plans are kept with the relevant class medical notes in each classroom (in the Teacher chairbag) and also in the allocated folder in the school sick bay.
- Anaphylaxis, Allergy and other special medical plans are on display in the school sick bay and staffroom and in the relevant class' medical notes.
- Medical records for every child in the school are updated in February each year and separate forms for children requiring regular medication are also to be completed in February each year.

EXCURSIONS/CAMPS

- Teachers will remind children to take their asthma inhalers and spacers on all excursions outside the school grounds.
- Teachers will carry epi-pens and anti-histamine medication for those students on Anaphylaxis / Allergy plans.
- All medication to be taken on camps/excursions, must be given to the teacher on departure for the camp/excursion, in its original packaging, with the child's name and instructions for administering the medication from the medical practitioner or pharmacist, clearly labeled on the medication.

Evaluation

This policy will be reviewed as part of St Joseph's Wonthaggi's review cycle or as required.

Appendix A:



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MEDICATION ADMINISTRATION

Notice for parents to complete for the administration of medicines.

Note, this does not have to be completed by children requiring asthma medication unless specified in the child's Asthma Management Plan.

MY CHILD _____ REQUIRES THE ADMINISTRATION OF

_____ (name medicine here)

AT _____ (time)

FOR THE DURATION OF _____ (how many days ie. one week; until
medicine exhausted; for the remainder of the year).

THE DOSAGE IS _____

(please include how often ie. twice a day, after eating etc.)

OTHER IMPORTANT DETAILS _____

_____.

SIGNED _____

DATE _____