



Administration of Medication Procedures

Updated: November 2024
Review: 2025

RATIONALE

St Joseph's Primary School staff have a duty of care to pupils during school hours and at other times when a staff/student relationship exists. The duty of care staff owe to pupils is the same level of care that prudent and concerned parents would provide for their own children. 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.
- The misuse of prescribed medication can place the user in serious and, in some instances, life-threatening situations.

PRINCIPLES

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

PROCEDURES

- Aspirin is never to be administered to students without a medical practitioner's written instructions.
- Analgesics, eg: paracetamol, are not to be administered to children without the written authorisation from parents/guardians.
- If possible, student medication should be administered by the student and/or parent/guardian at home in times other than school hours.
- Some students have a need to access medication during school hours on a regular basis for medical conditions.
- Apart from the use of asthma puffers, no form of medication prescribed or otherwise, is to be self-administered without the direct supervision of school staff appointed by the Principal for that purpose.
- With the exception of Kindergarten and Pre-Primary students, asthma sufferers may keep puffers on their person. Puffers belonging to Kindergarten or Pre-Primary students must be lodged with the class teacher.
- Prescribed student medication is to be presented to the school office and should be stored in a container clearly showing the **name of the student**, the **name of the medication**, the **dosage** and **frequency**. The medication will be kept in the school office (or refrigerated if required) and administered from the school office.

A 'Medication Administration Request Form' must be completed for every course of medication requiring administration or monitoring by school staff, including ongoing medications.

STAFF ADMINISTRATION OF MEDICATION

The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students. The doctor is to provide any additional information to staff regarding special requirements that may exist for the administering of the medication.

PROCEDURE FOR ADMINISTERING PRESCRIBED MEDICATION

When a child is required to self-administer prescribed medication or requires school staff to administer it, parents must provide a completed Medication Administration Request Form with the following details:

- Written authority for school staff to administer the prescribed medication
- The reason for medication
- The dosage
- The frequency of dosage
- Possible side-effects
- Details from the Medical Practitioner regarding the circumstances of use

It is the parent's responsibility to ensure that all medication:

- Is appropriately packaged
- Clearly shows the name of the medication
- Clearly shows the name of the student
- Is not out-of-date
- Is sufficient in quantity for the student's needs

EMERGENCY ACTION PLANS

An Emergency Action Plan must be developed for students with medical conditions, after consultation with the Principal and parents/guardians. These include **Asthma Action Plans** and **Anaphylaxis Action Plans**. Each year, the school will survey parents to identify children with special needs. Parents are required to notify the school of children with special medical problems.

The emergency action plan will contain:

- Written approval from parents/guardians to implement the plan.
- The specific medical problem.
- Symptoms that may be observed.
- 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.
- Transportation arrangements to nearest medical service.

All school activities, including excursions and camps, should make provision for an emergency action plan. Emergency action plans will be revised and updated annually.

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.