MEDICATIONS

Rationale:
At St Bernadette’s The Basin, teachers and office staff are often asked by parents to administer medication for their children while they are at school. It is important that such requests are managed in a manner that is appropriate and ensures the safety of students and fulfils the duty of care of staff.

Aims:
• To administer medications in a competent and safe manner to the students in our care.

Implementation:
Children who are unwell should not attend school.

A nominated staff member (usually the Administration officer) will be responsible for administering prescribed medication to children.

Non-prescribed oral medications (e.g., paracetamol, antihistamine or the like) will only be administered with written consent from a parent or guardian.

All parents’ requests for the school to administer medication to their child must be in writing. For short term medication a letter from the parents/guardians must indicate the student’s name, the name of the medication, the dosage and the time it is to be administered [the original medications bottle or package should be provided]. Teachers will release children from the classroom to go the office to receive their medication.

All medications held by the school should be kept in the First Aid cabinet in the First Aid room or the refrigerator located in the staff room. There is a specific area marked ‘children’s medication’ in the refrigerator.

Parents who require the school to store long term medication must complete the Medical Illness form and supply Administration with the medication.

Consistent with our Asthma Policy students who provide the school with an Asthma Management Plan may carry their inhalers with them, alternatively they are to be kept in the front zipped pocket of their school bag.

The Parents of children who require ‘Epi Pens’ will need to complete the ‘Allergy/Medical Consent Form together with an Action Plan for Anaphylaxis. This Plan must be signed off by the child’s Doctor.

All Medical Illness forms, Asthma Management Plans and Allergy/Medical consent forms and Action Plans for Anaphylaxis will be stored in separate folders in the First Aid Room. Anaphylaxis Action Plans will also be displayed on the First Aid Room cupboard door for ease of access.

A log book for medication given to a child is held in the First Aid Room on the shelf. The nominated staff member must write up details relating to the medication noting, the name of the medication, the time the medication was given and the dosage given.

When children are on Camp, Parents will need to provide a separate Medical Consent form as well as an Asthma Management Plan or Action Plan for Anaphylaxis (if required). Forms
will accompany any medication and is to be given to the teacher in charge of the camp. Teachers on Camp will administer the medication in a confidential manner. All forms and medication are to be returned to the parents when children return from Camp.

Teachers on Camp must note the time of day, the name of the medication and the dosage in the First Aid note book for Camp.

When students are attending an excursion, Classroom teachers will photo copy the Medical Consent Form/Asthma Management Plan/Action Plan for Anaphylaxis, whichever is applicable to the child. They will then check the medication against the form and place both in a zip locked plastic bag. All medications are to be placed back in the First Aid room cabinet upon return from the excursion. The photocopied Medical Consent Form/Asthma Management Plan or Action Plan for Anaphylaxis will be shredded.

**Evaluation:**

This policy will be reviewed as part of the school’s review cycle.