



# *St Anthony's School*

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## **MEDICATION POLICY**

### **Rationale:**

*At St Anthony's we aim to provide a safe environment where appropriate support structures are in place to meet the needs of our students.*

*(from revised Mission Statement 2004)*

This policy outlines the procedures governing the administration of medication by delegated staff members and provides an explicit statement of responsibility and guidelines for action in known and potential circumstances.

### **1. SHORT TERM PRESCRIBED MEDICATION**

Where a child is fit to be at school but needs to complete a course of medication as prescribed by his/her doctor.

#### **1.1 Parental responsibilities:**

- 1.1.1 parents should not send children to school with a high temperature or other symptoms such as vomiting, diarrhoea, rashes, excessive coughing and/or flu symptoms, or any symptoms that could be contagious;
- 1.1.2 if a child is considered well enough to be at school but still requires medication, parents are requested to time such medication so that it can be administered in the home;
- 1.1.3 if the above is not possible, parents must accept full responsibility in delegating the administering of medication to the school;
- 1.1.4 parents are required to request the administration of medication to their child on the form provided by the school office. The form must be signed, dated and must state time medication is to be administered and dosage requirements;
- 1.1.5 parents are asked, if possible, to time the administration of medication to take place at 11.00am or 1.00pm to minimise disruption to class lessons;
- 1.1.6 medication is to be provided in the original container that is clearly marked with the child's name, name of the drug, dosage and frequency of administration and the prescribing doctor's name;
- 1.1.7 parents are required to supply appropriate equipment for the administration of medication i.e. medication measure.

## 2. LONG TERM PRESCRIBED MEDICATION

Where a child has an ongoing medical condition which requires that essential medication, prescribed by a doctor, be taken during school hours.

### 2.1 Parental Responsibilities:

- 2.1.1 parents are to obtain forms from the school office and return them signed and completed by the agreed date;
- 2.1.2 parents are to send the medication to school in the original container that is clearly marked with the child's name, name of the drug, dosage and frequency of administration and the prescribing doctor's name;
- 2.1.3 parents are to advise school, in writing, of any change to medication;**
- 2.1.4 parents are to complete new forms at the beginning of each school year;
- 2.1.5 if possible, parents are asked to time the administration of medication to take place at 11.00am or 1.00pm to minimise disruption to class lessons.

## 3. ANAPHYLAXIS (EPIPEN/ADRENALINE) AUTO INJECTORS

Where a child has a severe allergic condition which may require the emergency administration of injection.

### 3.1 Parental Responsibilities:

- 3.1.1 parents are to obtain forms from the school office and return with details as in 2.1.1;
- 3.1.2 parents are to provide an Emergency Action Plan which has been negotiated with the prescribing doctor;
- 3.1.3 parents are to provide, annually, a current photograph of the child with updated information to be used on the school Emergency Action Plan;
- 3.1.4 parents are to ensure Auto-injector is updated on a regular basis – before use-by date.
- 3.1.5 parents are to notify the school, in writing, of any changes in medication and/or condition;

## 4. NON-PRESCRIPTION MEDICATION:

- 4.1 the school will not administer non-prescription medication without the written permission of the parent as in 1.1 above;
- 4.2 the school will not store medication at the school to be used on an "as required" basis unless authorised by a medical practitioner;
- 4.3 no medication (e.g. **Panadol**) will be kept and supplied by the school for the use of students.

## 5. SCHOOL RESPONSIBILITIES:

- 5.1 the person/s administering medication are to be delegated by the Principal and provided with appropriate training;
- 5.2 all medication (with the exception of EpiPen injector) is to be kept in the locked cabinet in the school sick bay. **EpiPens are to be kept in the closed plastic container on top of the locked cabinet in the school sick bay;**
- 5.3 details of medication administered are to be recorded with Date, Time, Child's Name, Child's Class, Name of Medication, Dosage and Initials of the Person administering on Medical Register. The Medical Register is to be kept at all times in Sick Bay;
- 5.4 students are to be supervised while taking medication;
- 5.5 delegated staff are to ensure students attend at the appropriate medication time;

- 5.6 school is to provide support structures for emergency Action Plans for students with severe allergic conditions eg. asthma, epilepsy, etc;
- 5.7 school is to ensure that ALL staff are made aware of Emergency Action Plans for students with severe allergic conditions eg. asthma, epilepsy, etc;
- 5.8 originals of all parent and/or doctor authority forms are to be kept on file in Sick Bay and copies are to be placed in the student's file;

6. **STANDARD PERMISSION/AUTHORITY FORMS**

- 6.1 Standard permission forms, in accordance with CEC Guidelines (Student Safety in Schools) are available from the school office:
  1. Short Term Administration of Medication during school hours or Notification of Change to Medication (Notification and Request by Parent/Guardian)
  2. Letter of Explanation- Long Term Medication
  3. Deed of Indemnity
  4. Request by parent/guardian for administration of medication in school hours.
  5. Request to prescribing doctor for medical details including permission for release of information.
  6. Medical Advice to School – to be completed by prescribing doctor.
  7. School acknowledgement of request to administer medication.