

Student Medication Procedure

Introduction

St Mary MacKillop Catholic Primary School is committed to supporting students suffering from minor ailments & illnesses with the administration of prescribed medication to assist with their recovery or ongoing maintenance. The school will ensure that prescribed medication is administered in a manner that protects both the staff members and the students.

Purpose

The purpose of these guidelines are to ensure the safe administration of prescribed medication at school and to ensure that the school & its staff Members are provided with all relevant information & instructions for its safe administration in accordance with its 'duty of care'.

Scope

These guidelines apply to all staff members, non-teaching staff members, parents / guardians & students who may be at times involved in the administration of prescribed medication at the school.

Definitions:

Prescribed Medication:

Is a licensed medication that is only available after obtaining written instructions from a Medical Practitioner.

Medical Practitioner:

Is a professional who practices medicine, which is concerned with promoting, maintaining or restoring human health through the study, diagnosis, and treatment of disease, injury, and other physical and mental impairments.

Medication Warning

The school does not:

Store or administer analgesics such as Aspirin and Paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury. The school's *Medication Authorisation Form* must be completed to enable any analgesic to be administered.

Allow a student to take their first dose of a new medication at school in case of an allergic reaction. This must be done under the supervision of the parents / guardians or treating medical practitioner.

Allow use of medication by anyone other than the prescribed student.

Authorisation:

St Mary MacKillop Catholic Primary School must obtain written advice via its *Medication Authorisation Form* for any medication to be administered by the school. Parents / guardians should complete the form in consultation with the student's medical/health practitioner to ensure that the medication is warranted. However, if this advice cannot be provided, the school may agree that the form can be completed solely by parents / guardians.

Medication of any type *cannot* be administered without the parents / guardians completing the school's *Medication Authorisation Form*.

Parents / guardians must also give permission for the School to contact the relevant treating medical practitioner if confirmation or further information about the administration of medication is required.

Administering Medication

Any staff member required to administer medication must hold as a minimum Senior First Aid Accreditation (Level Two - HLTF311A).

Upon receiving a completed *Medication Authorisation Form*, the Leadership Team or its nominated representative (staff member) will ensure that the correct student receives:

- The correct medication;
- In the proper dose;
- Via the correct method, such as inhaled or orally;
- At the correct time of day;

The staff members in charge of a student who require medication to be administered will:

- Be informed that the student needs to be medicated;
- Release the student from class to obtain their medication.

A record is kept of medicine administered via the school's *Student Medication Record*.

Recording

Upon administering medication in accordance with the advice on the *Medication Authorisation Form* or further written instruction from the treating medical practitioner, the staff member responsible for the administration must complete the *Student Medication Record*.

Information to be noted on the *Student Medication Record* includes the:

- Date of administration
- Name of the medication administered
- Dosage administered
- Time it was administered
- Name of the staff member who administered the medication
- Signature of the staff member who administered the medication.

At the completion of the school's responsibility for the administration of medication the *Student Medication Record* will be kept in the student's file for future reference.

Storage of Medication

The school will ensure that all medication is stored in accordance with the instructions provided on the *Medication Authorisation Form*.

The school will ensure that:

- Medication is stored for the period of time specified in the written instructions received
- The quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements

Medication is stored:

- Securely to minimise risk to others
- In a place only accessible by staff who are responsible for administering the medication

- Away from the classroom
- Away from the First Aid Kit