



*"A light beneath our feet"*

<b>POLICY NAME</b>	Administration of Medication
<b>ORIGINALLY RELEASED</b>	2015
<b>REVIEW DATES</b>	2017

## **RATIONALE**

Our aim is to ensure that at St Anthony's School, the students are as safe and secure as possible and that in the event of illness or injury we have in place a system for the provision of basic medical care and First Aid which is appropriate to our role as a school and minimises harm to the injured person or to others.

## **PROCEDURES**

Where possible student medication should be administered by the parent/guardian at home rather than at school. As this is not possible in all instances, should the Principal or delegate approve school staff to administer prescribed medication to students, the following requirements are to be met.

- School staff are not to administer analgesics such as paracetamol to students without the written authorisation from the student's parent/guardian. The parent/guardian is responsible for the supply of any medication.
- Prescribed student medication is to be presented to the office staff, and should be stored in the original container clearly showing the name of the student, the name of the medication, the dosage and frequency.
- Parents/Gaurdians are to provide any additional information to staff regarding special requirements that may exist for the administration of the medication.
- Prescribed medication is to be stored safely and access must be restricted to authorised personnel. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.

### **The Administration of Medication**

1. Medication needs to be in its original container, kept in a secure place, clearly marked with the child's name and the dosage required and the appropriate equipment for administration supplied.
2. All prescribed medication must be stored in the front office. Pre Primary and Kindy Staff are to safely store medication in their classrooms.
3. The Principal, after consultation with Staff, will nominate members of staff who will be responsible for the administration of the medication.
4. Staff will record details of medication given to a child, which will be kept and made at the time of administration.
  5. Two staff members will check the dosage, name and any other relevant information and sign the record. Qualified staff members only will administer medications.

### **Emergency Administration of Medication**

For anaphylaxis or asthma emergencies, medication may be administered to a child without authorisation.

Contact must be made to the following as soon as practicably possible -

1. Emergency services.
2. A parent of the child.
3. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained staff member.

# STUDENT MEDICATION REQUEST / RECORD

Where possible student medication should be administered by the parent/guardian at home rather than at school. As this is not possible in all instances, should the Principal approve school staff to administer prescribed medication to students, the following requirements are to be met:

- The parent/guardian is to provide any additional information to staff regarding special requirements that may exist for the administration of the medication.
- Prescribed student medication is to be presented to the office staff, and should be stored in the original container clearly showing the name of the student, the name of the medication, the dosage and frequency.

I \_\_\_\_\_ being the parent / guardian of \_\_\_\_\_ Class \_\_\_\_\_  
(name of student)

request that St Anthony's School administer the following medication for the purpose of treating  
\_\_\_\_\_  
(condition)

Name of medication \_\_\_\_\_

Dose \_\_\_\_\_

Time to be taken \_\_\_\_\_

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

DATE	TIME	SIGNATURE	SIGNATURE