



MEDICATION POLICY

Rationale:

- Teachers and schools are often asked by parents to administer medication to their child whilst at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

Aims:

- To ensure that medications are administered appropriately to students in our care.

Implementation:

- At the start of each school year, all staff will be instructed on First Aid procedures. Information is regularly communicated through staff meetings.
- Children who are unwell should not attend school.
- Prescribed and non-prescribed medication will not be administered by staff members without written consent.
- All parent requests for staff members to administer medication to their child must be in writing (school medication form) and supported by specific instructions including the name of the student, dosage and time for medication.
- All student medication must be in original containers, labelled with the child's name and dosage confirmed. Medication will be stored in the First Aid room.
- Consistent with our Asthma and Anaphylaxis policies, a spare asthma inhaler and adrenaline auto-injecting device will be available for teachers to administer in case of an emergency.
- Classroom teachers should send all medication for students in their charge to the office, and release students at specified times to receive it.
- All completed Medication request forms will be displayed for reference in the First Aid room.
- Students involved in school camps or excursions will have medication administered discreetly by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded in an official Medications Register.
- Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.

Warning

Cana Catholic Primary School will not:

- in accordance with Department of Education and Training policy, 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
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner

- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

This policy was last reviewed in 2019.