



Medication

Rationale:

- School staff are often asked by parents to administer medication to their children whilst at school. It is important that such requests are managed in an appropriate manner, that 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 St. Richard's we will administer medication as needed following these protocols;

Medical Information

- All parent requests for staff to administer medications to their child must be in writing preferably on the schools "Medication Request Form" (Appendix 1).
- Any changes to Medication need to be communicated to the Administration staff.
- Medication will only be provided to students under the supervision of staff at when they are attending school or a camp/excursion. **

Medication - Oral

- Medications should be administered and stored in the sick bay area in a secure cupboard unless parent and teacher come to an arrangement otherwise. If this occurs Administration staff should be informed of such an arrangement.
- All medications sent to school must be named.
- Medications should be provided in their original container/packet. The medication should be clearly labelled and include instructions for use, dosage, storage and expiry date. Prescription medications must have a pharmacy label displaying the child's name and instructions for use as determined by the examining Doctor.
- Non-prescribed oral medications (e.g. head-ache, anti-histamine medication) will not be administered by school staff unless parents have given written permission.

Medication - Asthma

- Children who suffer with Asthma will be listed on our Asthma Register. Parents will need to complete an "Asthma Action Plan". Students will provide sick bay staff with their medication/inhaler. On a day which is determined as 'high risk' (e.g. extreme weather, poor air quality etc) students may carry their inhaler/medication with them.

Medication – Camps/ Excursions

- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded in a medications register.
- A Staff member attending camp will be given responsibility for administering medication and supported as needed.

Medication - Injections

- Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.

***Children who are unwell should not attend school or school related events or activities.*

Evaluation

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

This policy was last ratified by the School Leadership Team 27.05.20
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Appendix 1



ST. RICHARD'S MEDICATION REQUEST FORM

Child's Name: _____ Class: _____

Address: _____

MEDICATION INSTRUCTIONS

Name of Medication: _____

Reason for Medication: _____

Dose: _____

Times: Please tick a box and fill in date/s:

☐ Today only

☐ Until full course is taken: _____

☐ Dates Start: _____ End: _____

☐ Ongoing: _____

AUTHORISATION

I authorise that the medication as instructed above to be administered during attendance at St. Richard's.

Parent's Name: _____

Day Time Telephone Number: _____

Signature: _____ Date: _____

CESSATION OF ONGOING MEDICATION REQUEST

I authorise that the medication as instructed above to cease.

Parent's Name: _____

Signature: _____ Date: _____

Please Note:

- Medication is to be provided in the original container, displaying the instructions and recommended dosage.
- Prescription medication can only be given to your child if it has **their** name printed on it as prescribed by your doctor. We cannot administer prescription medication with a sibling or parents name on it.
- Over the counter medication must be age appropriate. For example, we cannot administer medication designed for adults to children under the age of 12 unless accompanied by a Doctors letter of support.