

Sacred Heart College



Yarrowonga

SR 4.0

Medication Administration Policy

Ratified by Leadership	May 2016
Responsibility for currency	Principal
Year for next major review	2019
Record of revisions	<ul style="list-style-type: none">29/7/16 Addition of Child Safe Commitment

RATIONALE

This procedure is intended to outline the steps to be undertaken to ensure that medication is administered correctly to students in our care.

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have the right to feel safe and to be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

STATEMENTS OF BELIEF

We believe that

- Students have a right to take medication for the treatment of illness/injury
- Parents have the right to expect their child's health will be duly supported whilst at the College
- Staff at Sacred Heart College have the responsibility to ensure the safe administration of medication for a student whilst in our care.

OBJECTIVES OF THE COLLEGE:

- To ensure that an effective process for the administration of medication is well known and consistently followed.
- To ensure that parents and guardians are well informed that only medication that has been prescribed by a medical practitioner will be administered by the College.

IMPLEMENTATION

- Parents or a legal guardian must fill out a written request on the form provided by the school for school staff to administer prescription medications.
- Parents ensure that the medical practitioner who has treated the student provides written authorisation and information for administering the medication prescribed on the form provided by the school.
- The above information must be updated if the dose or type of medication is altered at the beginning of each new calendar year (or other times where appropriate) and if the regime is restarted following the conclusion date of the instructions from the medical practitioner.
- Documentation is mandatory for all medications including allergy medication.
- The medication must be in a container labelled by a pharmacist showing the name of the drug, the 'use by' date, the name of the child's medical practitioner and the child, the dosage and the frequency of administration.
- In the case where it is necessary for the child to keep the medication in their possession (eg asthma puffers), the parent or guardian must include this instruction in their advice.
- Oral medication such as analgesics and over-the-counter medication that have not been authorised by the child's medical practitioner must not be

administered by teachers or other persons on the school staff. Children must not have any medication (including homoeopathic remedies/medications) in their possession apart from asthma medication.

- A register is to be kept for the administration of medication to students and such medications are to be stored in locked storage.
- School staff are no longer able to administer Panadol, cough mixtures, motion sickness medication and the like without prior request from a parent with instructions from a medical practitioner. Documentation is now also mandatory.
- If students are found to have medication at school that has not been registered Learning Advisors are to be notified as soon as possible. The LA will contact home to arrange the appropriate documentation to be filled in.

REVIEW

Date of implementation: May 2016

Date for review: 2020

Staff responsible for review: Business Manager



Sacred Heart College

Student Medication Request Form

This form must be completed for medication to be administered to your child when in the care of the College. It has been designed to ensure the safety of your child and to protect school staff who do not have medical training.

Where possible, medication should be administered to your child at home at times other than during school hours. Furthermore, for the College to undertake to assist in administering medication to your child, the following requirements must be met:

- Your child's medical practitioner must provide the information required below
- All medication supplied to the school for your child must be in the original packaging labelled by a pharmacist, showing the name of the drug, the 'use by' date, the name of the student's medical practitioner, the name of the student, the dosage and the frequency of administration.

MEDICATION INSTRUCTIONS

These instructions are requested to enable the school to maintain its *duty of care* when administering medication to students whose condition would otherwise preclude attendance at school. Usually this information will be copied straight from the medical practitioner's instructions as found on the medication.

Name of Medical Practitioner:

Address:

Phone:

Name of Student:

Date of birth: Year level:

Name of medication:

Dose: Time to be taken:

Commencement date: Conclusion date:

Special arrangements: (e.g. monitoring the student after administration; restrictions on participation in school activities such as sports or use of machinery; side effects; emergency actions:

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I request administration of medication as instructed above for my son/daughter.

Signed by Parent: Date:

A new **Student Medication Request Form** must be completed:

- If the dose or type of medication is altered;
- If the regime is re-started following the conclusion date of the instructions from the medical practitioner above;
- At the beginning of each new calendar year;

This Form is only valid when instructions from the student's medical practitioner have been provided above.