



## **Medication Policy**

### **RATIONALE**

School staff are often asked by parents to administer medication to their children while at school. We believe that it is important that such requests are managed in a manner that is appropriate, ensuring the safety of students and fulfils the duty of care of staff.

### **GOALS**

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

### **GUIDELINES FOR IMPLEMENTATION**

- Children who are unwell should not attend school.
- Administration of medication during school hours will be considered only when there is no other alternative, such as when the medication is prescribed by a medical practitioner to be taken at scheduled times.
- The school secretaries are usually responsible for administering daily medication to children. All staff have authority to do this.
- All parent requests for the school staff to administer medications to their child must be accompanied by a written request on the given proforma. In the event that this proforma cannot be accessed then a signed letter from the parent/guardian authorising the school to administer medication is required. This letter should outline clear instructions as to the dose and time medication is to be given. Medication can only be administered where instructions are clear.
- Copies of this proforma are available from the website and the school office.
- Parents are asked to notify the classroom teacher and office of any

change to medication distributions or requests.

- Students, who require a prescribed course of medication should bring that medication in the original containers, and must have an attached prescription pharmacy label. This label should include the student's name, strength and description of medication, dose and method (e.g. inhaled/orally) of administration, correct storage information, timing of medication administration, medication expiry date, pharmacist's details.
- If the information on the medication container contradicts the request of the parent/carer, staff cannot administer medication and need to seek clarification from the parent.
- Medication must be stored in either the office, locked first aid cabinet or refrigerator, whichever is most appropriate. Students who require daily medication must supply an approved dosette dispenser, clearly labelled with the student's name.
- No medication is to be kept in school bags or tote boxes or on the teacher's table.
- Students who provide an Asthma Management Plan may carry with them an asthma inhaler or have one stored in the First Aid room. It is the parents' responsibility to supply appropriate equipment, such as a spacer.
- All completed medication request forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept in a confidential official **Medications Register** located in the First Aid room.
- Medication should only be administered directly from the original medication container.
- Staff must always adhere to pharmacy label instructions prior to administration.
- A First Aid Attendance Form is to be completed and a copy to be sent home to parents by attending staff member.
- When there is a change in the medication dispensation parents are required to fill out another Medical Request form.
- Students involved in school camps or excursions will be discreetly

administered prescribed medications by the 'Teacher-in- Charge'/ delegate in a manner consistent with the above procedures, with all details recorded in the official Medications Register on return from the excursion to school.

- Two initials, from staff members are required on the Medication Administered Register. This will show that two people have witnessed the dosage of medication administered to a student every time.
- After medication has been administered, the staff member and the witness records the date, medication, amount, time and initials in the Medication – Administered Register found in the First Aid room.
- Schools are busy places. At times, it may be impracticable to administer medication. Should a student miss their medication, the staff of St James do not assume responsibility for not administering a student's medication.
- Parents are welcome to come to the school to administer prescribed medication to their child/ren. The office staff and class teacher need to be advised.
- Staff are not permitted to administer analgesics (e.g. aspirin or paracetamol) without written authorisation.
- Staff cannot allow the use of medication by anyone other than the prescribed student.

## **EVALUATION**

This policy will be reviewed as part of the school's four-year School Development Plan.

This policy was revised in 2018 by the staff and ratified by the Education Board.