

Student Medication Policy

Routine and Emergency

Vision Statement

Holy Spirit School, through its Christian values and Catholic tradition, provides a happy, caring, safe and supportive environment in which children will grow to recognise and achieve their full potential.

Rationale

At Holy Spirit School, we try to assist those who require medication to help them function to the best of their ability.

The administration of medication to children will be **strictly** monitored to ensure children's safety and welfare.

Parents are asked to consider whether their children who require medication are well enough to be at school. It is advisable that children are kept at home if they are unwell.

It is recognised that the administration of medication is the responsibility of the parent or carer with legal responsibility for the student. However, some students require the administration of medication during school hours and school activities. If the required processes are followed, the school can assist in the provision of this service under the carer provisions of the Health (Drugs and Poisons) Regulation (1996).

These processes primarily involve a written request from the parent or person with legal responsibility for the student, accompanied by written advice from the medical practitioner, dentist or pharmacist.

Guidelines

To provide appropriate administration of medication, Holy Spirit School will ensure:

- The privacy and dignity of each child is considered at all times
- **Over-the-counter including complementary medications (except paracetamol) will not** be administered without a medical practitioners instructions evident on the pharmacy label
- Clear and complete details are labelled on original container, showing name of the drug, students name, dosage and frequency of administration and the "use by date"
- 'Cold and Flu' mixtures or combined preparations **will not** be administered
- An Action Plan from students medical practitioner is received and specific procedures put in place for the relevant emergency responses: anaphylaxis, diabetes, asthma and epilepsy
- An Individual Health Care Plan will be completed in consultation with parents/guardians annually for students requiring regular medication
- All appropriate records of administration are completed in a timely manner
- Appropriate training for staff who administer medication
- Medication is not given past it's expiry date
- Medication is safely and suitably stored
- Medication prescribed for one student is not administered to another student
- Only nominated staff to give medication, ensuring that they abide by the Five Rights of Medication Administration
- Notify OHS Section via WSS when a mistake is made administering medication to student

For students requiring medication at Holy Spirit School parents must:

- Inform the school in writing of child's health needs upon enrolment and whenever they change
- Complete a **Student Medication Administration Form** for all medication including over-the-counter and complementary (except paracetamol) to be administered to the child
- When requested by the school, assist in the preparation of an individual health care plan
- Provide all medication to the school in the original labelled container, showing the child's name, prescribing medical practitioner, name of the drug, the dosage and frequency of administration and the "use by" date
- Provide the school with an emergency action plan that is developed and signed by child's medical practitioner for students requiring emergency medication e.g Anaphylaxis
- Provide to the school equipment and consumables, including medication (e.g. Epi-Pen and waist bag, spacer and puffer), for carrying out emergency treatment as specified in student's emergency action plan
- Replace emergency medication (e.g.Epi-Pen) when it expires or after it has been used
- Notify the school, in writing, of any requests and/or guidelines from medical practitioners concerning possible side effects or adverse reactions
- Notify the school, in writing, and collect the medication when it is out of date or no longer required at school
- Ensure that the medication is not out of date

Procedures

Oral Medication

- Over-the-counter including complementary medications need to be authorised by the student's medical practitioner
- A Student Medication Administration form to be completed
- Shall only be administered when all guidelines, outlined above, have been met
- Only nominated staff will assist with medication
- Any unused portion of medication will be returned to the parents when it is past its expiry date, no longer has to be given to the student, or it is the end of the school year

