



# St Saviour's Primary School Safe at School Medication Policy

(June 2014)

## **VISION STATEMENT**

St Saviour's Primary School is an educational community living out Mercy values each day.

Our Vision is:-

- That each child is valued and respected.
- That each child's giftedness is recognised.
- That each child's potential is realised.
- That each member of the school community strives for goodness.

## **RATIONALE**

St Saviour's Primary School seeks to promote the health and well-being of our students. This policy aims to provide direction for the handling, storage, and administration of doctor-prescribed drugs as well as non-doctor-prescribed IBUPROFEN and PARACETAMOL, within the School and in School-based activities (e.g. Camp, Inter-school Sports, Swimming, Excursions, and Outdoor Education). The policy endeavours to provide the students with an opportunity to maintain optimum health and to participate fully in school life.

## **VALUES**

St Saviour's Primary School is a Catholic Primary School committed to the provision of a safe, healthy and caring environment. This Medication Policy reflects the values espoused in the Mission of a Catholic School by promoting respect, responsibility, responsiveness and resourcefulness.

## **POLICY STATEMENT**

St. Saviour's Primary School promotes a safe and supportive environment in which members of the school community acquire skills and knowledge enabling them to make decisions and perform actions that optimise the health and well-being of students.

## DESIRABLE CONSEQUENCES

### Principal and Staff Responsibilities:

- Ensure administration of medication and other health condition management procedures respect privacy and dignity of students whenever possible
- Establish a school climate that promotes acceptance of health conditions
- Ensure that parents<sup>1</sup> complete all relevant medical information/records of the students annually and as changes occur
- Obtain written parental authorisation to administer Doctor-prescribed medication
- Obtain written or verbal parental authorization to administer non Doctor-prescribed medication (IBUPROFEN and PARACETAMOL)
- Ensure that staff are informed of warning signs, triggers and emergency responses for health conditions of students requiring medication of which the school has been advised
- Ensure that staff have access to basic skills and information about medication for health conditions known to be present in the school
- Identify the staff authorised to administer medication
- Ensure that there is a designated place in the school for administration of the medication.
- Ensure that medication is kept in a secure place at correct temperature (e.g. in fridge) and remains in the original dispensed container
- Ensure that medication is available whenever required whether on the school grounds or outside school (e.g. excursions, camps, inter-school activities, etc.). Escorting staff to confirm the medication requirements of children travelling off campus

### Responsibilities of Staff Administering Medication:

- Administer medication directly from original container
- Follow directions on original pharmacy label attached to medication container
- Ensure out-of-date medicines are not administered
- Record details of all medication administered
- Observe that the student swallows/ingests the medication
- Monitor children following the administration of medication for any adverse reactions

### Parent Responsibilities:

- Complete health information/medical condition records annually and update immediately if there are any changes.
- Complete written medication form for the administering of medication.
- Provide school with medication in original labelled container. Monitor expiration dates of medications kept at school and replace as needed.
- Ensure prescribed medication is labelled with the child's name, the medication dosage and frequency, and expiry date.
- Ensure that medication is handed to school office staff.
- Supply school with sufficient quantity of medication and appropriate equipment for administration (e.g. measuring cups, etc.)
- Notify school in writing when a change of dosage is required. Use medication form to amend instructions.
- Advise school and collect medication when it is no longer required at school.

- Ensure that any medication required while off-campus (camps, excursions, inter-school sports activities, swimming, etc.) is provided and given to escorting teacher for safe storage.

**DEFINITIONS:**

Reference to ‘Parents’ in this Policy includes Guardians and Caregivers.

The term ‘medication’ refers to the non-Doctor prescribed medicine, IBUPROFEN and PARACETAMOL, as well as Doctor-prescribed medicine which has been dispensed by a pharmacist with a printed label. This label must include the child’s name, the medication dosage and frequency, and expiry date. Other non-Doctor prescribed medications will NOT be administered by any school staff at any time to any student.

**REVIEW HISTORY:**

<b>Date</b>	<b>Event</b>	<b>Changes / Comments</b>
2010	Rev00	Initial Publication of Policy
09/2013	Rev01	Review
05/2014	Rev02	General update to include non-prescribed medication
06/2014	Rev03	Minor formatting changes

**TO BE REVIEWED: 2015**