

# Appendix 8

## Medications Policy

### ADMINISTRATION OF MEDICATIONS TO STUDENTS

#### *RATIONALE*

With the need to act responsibly in our duty of care as teachers, this policy on the Administration of Medications to Students outlines the procedures for providing a safe process within the school that helps protect both the child and the staff.

Our school encourages the integration of special needs children into the school, many of whom require medications to assist in their development, to maintain control of daily events and to be able to function effectively within the regular classroom. Staff are rightly cautious about administering medications.

The policy assists in providing clear guidelines on how the Administration of Medications is to be carried out with students at St Patrick's Primary School. It also reflects current guidelines on this process set down by Brisbane Catholic Education in the Administrative Handbook, section 1104.

#### *GUIDELINES*

- \* The procedures are set to protect both staff and pupils and to ensure correct medications and dosages are administered.
- \* Information about administering medications is to follow medical practitioners instructions.
- \* Children requiring medications at school will require written parent approval detailing:
  - medications
  - dosage
  - frequency
  - medical approval, signed by a medical practitioner.
- \* School records will be kept on all medications administered to children whilst at school.
- \* Drugs will be stored in a locked, safe place whilst at school.
- \* Only prescribed drugs and analgesics e.g. paracetamol will be administered and then only with the written approval of a medical practitioner.
- \* Asthma sufferers will administer own medication with parental approval shown to the principal/class teacher.

## ***PROCEDURES***

1. Parents/legal guardians are required to complete an ADMINISTRATION OF MEDICATION REQUEST FORM before any medications are given. ***This form must also be signed by a medical practitioner.***
2. A teacher or staff member (in most cases this will be the class teacher) nominated by the parent accepts responsibility to give medications to the child while at school.
3. All medications administered at school must be in the container in which it was distributed by the pharmacist and must have instructions on the medication container by the pharmacist at the medical practitioner's direction.
4. All medications will be kept in an agreed secure place at all times whilst at school.
5. A register for Administration of Medications to Students will be maintained detailing each medication administered at school.
6. Asthma inhalers may be the responsibility of the student following receipt of written permission from parents/guardians.
7. The school will no longer administer paracetamol on advice from parents. This drug can only be administered with signed consent of a medical practitioner.