



# St Joseph's Catholic School

Queenstown

## **POLICY ON ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS**

### **RATIONALE**

Parents often request that prescribed medication be administered to their children whilst at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students and fulfils the duty of care of staff members.

### **AIM**

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

### **PROCEDURES**

- All requests for the administering of prescribed medications to students during school hours must be made by the parents or legal guardians and be directed to the Principal in writing using the “**Request for the Administration of Medication Form**” and supported by specific written instructions from a medical practitioner or pharmacist.
- Any prescribed medication required to be administered to students during school hours must be provided to the School Office:
  - by the parent or legal guardian
  - on a weekly basis (so that large amounts are not stored at school)
  - in the original container
  - clearly labelled with the student's name and
  - must have the quantity of medication (eg number of tablets) confirmed
- Nominated Office Staff are the only people who will administer prescribed medication from the Office at duly noted times, with each administration confirmed and documented in the “**Medications Register**”.
- All medications will be stored in a lockable filing cabinet in the School Office, or in the Staffroom refrigerator, which ever is most appropriate.

- All completed **“Request for the Administration of Medication Forms”** and details relating to students, their prescribed medication, dosage quantities and times of administration will be kept in a loose-leaf **“Medications Register”** located in the School Office.
- Normally, non-prescribed oral medications (eg analgesics) will not be administered by school staff nor will they be kept in the school. However, parents of students, who may require non-prescribed allergy medication or analgesic medication, are required to meet with the Principal or Office Administrator to discuss the matter and to provide signed written instructions should their child/children require such medication.
- Requests for prescribed medications to be administered at the school “as needed” will cause the Principal to seek written confirmation of all details from the medical practitioner.
- Consistent with our Asthma Policy, students, who provide written parental permission supported by the approval of the Principal, may carry an asthma inhaler with them.
- Students involved in school camps or excursions will be discreetly administered prescribed medications under the supervision of the teacher in charge, in a manner consistent with the above procedures.
  - All details will be recorded on loose-leaf pages from the official **“Medications Register”**.
  - Completed pages will be returned to the official **“Medications Register”** upon return to school from the camp or excursion.
- Parents of students, who may require medication to be administered by injection at school, are required to meet with the Principal to discuss the matter, and to establish an agreed individual medical action plan in consultation with the student's medical practitioner.
- All staff will be provided with copies of data relevant to the students in their classes.
- An annual update of relevant data will be made at the beginning of each school year, with updates as appropriate.

*This policy and procedures will be reviewed as part of St Joseph's Catholic School review cycle.*

**Implemented May 1997**  
**Revised April 2007, May 2011**