



ST FRANCIS XAVIER CATHOLIC SCHOOL

ADMINISTRATION OF PRESCRIBED MEDICATION

BY SCHOOL STAFF PROCEDURE

RATIONALE

That procedures are necessary to administer medication for students when it is impossible for the parent or caregiver to do so.

PURPOSE

To administer medication (prescribed by a GP or Specialist) to students. The first dose must be given by the Parent/Caregiver to the student before they attend school.

GUIDELINES

1. Ensure all parents/caregivers and staff are aware of this policy.
2. All requests will be on the "Parent/Caregivers Request for School to Administer Medication" form and addressed to the Principal. Prior approval must be given by the Principal before any medication is administered. The Medication Agreement must be signed by the parent/caregiver, Office Personnel and one other staff member who will administer the medication in the case of the Secretary's absence from school.
3. A register is maintained and will be signed each time medication is administered. It will be the parent/caregiver's responsibility to inform the school of any change in the student's medication and the previous agreement will need to be negotiated.
4. The medical practitioner's direction included on the label of all medicines, and on the Medication Agreement, will be followed. It is the parents responsibility to check the "use by" date.
5. Other treatments/medication given on an irregular basis are to have details entered in the Register when administered e.g. Ventolin.
6. Medication of the type referred to in this policy will be stored in the fridge or in a locked cupboard, the key to which will be kept in the school office. The Medication Agreement will state that the maximum amount of medication to be held at the school is one week's supply and it is the parent/caregiver's responsibility to supply the school, on a daily/weekly basis, with the required medication.

7. Students requiring regular medication will obtain this from the Office at the time required in the first instance. However, if the Office Personnel are absent from school the medication will be administered by the second person named in the written agreement, at the time required.
8. Medication will be administered by the Office Personnel/or delegated person.
9. The person giving the medication will note the time, date and quantity given, and sign in the Medicines Register.
10. If the medication is refused, or not taken this will be noted in the Register and the parent/caregiver contacted.
11. If the school is unable to find a person who is willing to administer the medication, the school may ask the parent/caregiver to perform this task, or keep the child at home.

CONCLUSION

Students requiring prescribed medication at school will have it administered safely and ethically.