



MEDICATION POLICY & GUIDELINES

Guiding Principles

To participate fully in learning activities, children require normal levels of energy and a sense of wellbeing. Children should not come to school if they are feeling unwell or are in need of medication to relieve symptoms of illness. They should be allowed adequate time for treatment, rest and recuperation at home.

The school owes a duty of care to children requiring regular preventative treatment for conditions such as ADHD or Asthma, where accurate administration of medication at school is essential to the child's wellbeing.

The school owes a duty of care to all students, to prevent unsupervised access to medication by children.

At St. Peter's School we aim to ensure that:

- Children are safe at all times and have no unsupervised access to medicines.
- Children who need regular preventative medication for chronic conditions such as ADHD or Epilepsy receive their medication accurately at school.
- Children showing symptoms of illness such as runny nose, frequent coughing, fever or tiredness, are kept resting at home until they are well enough to participate fully in school activities.
- Children experiencing injury, headache or other pain that may need investigation or treatment are collected from school by parents or other responsible adults nominated by parents.

Authorisation Guidelines

Regular Preventative Medication e.g. ADHD, Asthma, Epilepsy, Diabetes

Staff are authorized by the school to administer such medication and parents are asked to follow the Medication Procedures (outlined below).

Medications to Control Allergic Reaction / Asthma

Some children may need prompt medication in the event of an allergic reaction e.g. allergy to nuts / anaphylaxis / bee stings. Medication for these allergies must be accompanied by an Allergy / Anaphylaxis Action Plan. This plan is to be brought to the school Office and signed off on the Medication Record. Epipens / Asthma Pumps should be kept in the classroom while Zyrtec and Claratyne is stored in the Office to be administered by Staff as required based on Parent's written instructions. Parents should bring the necessary medication to the class teacher at the commencement of each year. Actions Plans are to be reviewed annually.

Medication Procedures

Parents' Responsibilities

Parents must deliver all authorized medication to the School Office and complete medical form.

Parents are required to include authorisation signed by the prescribing doctor.

All medication must be placed within a sealed container in the original packaging. The container must be marked by parents with the child's name, the name of the medication, the dosage required and the time it should be taken.

Where regular, daily medication is required, e.g. for ADD, a sectioned container should be used with the correct dose for each day placed in the appropriate section. The container must be marked as directed above.

Staff Responsibilities

Administration staff take responsibility for secure storage and recording in the Office Medication Record.

Class teachers must send students to the office for their medication at the appropriate time.

The Office Medication Record must be signed by the staff member who administers the medication.

Medication that cannot be administered at school

The following medicines cannot normally be administered by school staff and class teachers cannot accept them.

Antibiotics

Children may recover from an infection and be well enough to return to school but may need to complete a course of antibiotics. Where three or less doses are required in 24 hours, these can and should be administered by parents before and after school. **Staff are not authorized** by the school to administer such medication. Parents or caregivers are able to administer such medicines to their own child at school, if necessary. Parents are able to seek the advice of their pharmacist in establishing an appropriate routine.

Analgesics

Children should not be at school if they require, or are likely to require, pain relief or control of body temperature. Where children develop such symptoms at school, parents should be notified immediately and are expected to collect their children as soon as possible. **Staff are not authorized** by the school to administer any form of analgesic or cold and flu medication to children and none should be sent to the school.

Cough Syrup

Children should not be at school while suffering a cough that requires soothing with cough syrups. **Staff are not authorized** to administer such medication and none should be sent to the school.

Ratified September 2010

Reviewed 2021

Next Review 2023