



Our Lady of the Way Primary School

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MEDICATION POLICY

Updated 2023

1.0 INTRODUCTION AND PURPOSE

The purpose of this policy is to establish a framework and provide directions for the administration of medication to students enrolled at *Our Lady of the Way School*.

Our Lady of the Way School acknowledges that the dignity, safety and well being of students are central to the values underpinning the school. The school also recognises that it is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety, privacy and welfare of students enrolled at the school. It is also acknowledged that, duty of care responsibilities necessitate that schools owe to their students, there will be occasions when the administration of medication is necessary to support students during the course of normal school activities.

To meet its obligations *Our Lady of the Way School* is committed to:

- 1.1 Providing practical support for the parents/caregivers of students who require medication during school activities;
- 1.2 Maximising the participation in school activities of students who require medication or special procedures for managing a health condition;
- 1.3 Optimising the health, safety and wellbeing of students.

2.0 POLICY CONTENT

Definition

Medication refers to medication prescribed by or used on the advice of a medical practitioner and which is considered essential to be administered at *Our Lady of the Way School* for a student to achieve optimum health and to participate fully in school life. Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), or other conditions diagnosed by a medical practitioner.

3.0 DETAILED INFORMATION

MEDICATION

Short Term - Children fit to be at school, who are required to complete a course of medication prescribed by a medical practitioner.

Parental Responsibilities

- Parents accept full responsibility in delegating the administering of the medication to the school.
- Parents are required to request the administration of medication to their child in writing using the Short Term Medication Consent Form which is available on the school website. The form must be signed, dated and state the duration of medication and administration requirements of the medication.
- Parents are to provide the medication as a pre-measured dose in a container clearly marked with the child's name, name of the drug, time of administration and prescribing a doctor's name.
- Parents will be notified to collect their child and seek medical advice / care if their child is presenting with conditions that cause discomfort, impact learning, require specialised care or may be contagious.

Long Term Medication - children who have an ongoing medical condition that requires them to take essential medication prescribed by a medical practitioner during school hours .

Copies of standard permission forms, in accordance with C.E.D.P Guidelines are available from the school office and on the school website for Long Term medication needs.

In these circumstances a Medical Action Plan should be requested. This must be completed by a medical practitioner.

Asthma

- Staff must be aware of the students who are diagnosed with asthma and the need for them to carry their medication with them at all times.
- The Asthma Emergency Kit (located in the Sick Bay) will be taken on all excursions outside the school.
- A Spare puffer is kept in the Sick Bay locked cupboard.
- All Asthma Action Plans kept in the Medication Folder in Sick Bay. These are also available in class Emergency Folders and on Compass.
- Records are to be kept of any emergency treatment given on COMPASS as a chronicle / sick bay record (NOT SELF ADMINISTERED).
- Parents are to be informed immediately of any emergency treatment given.
- Asthma Action Plans must be updated annually.
- Parents are to ensure that medication is up to date.

Anaphylaxis

- Staff must be aware of the students who are diagnosed with anaphylaxis and the need for them to carry their EpiPen with them at all times.
- Photos of Children with allergies and other relevant medical conditions are displayed in the Staff room and Sick Bay.
- Professional learning is conducted every 2 years as per CEDP guidelines.
- A spare EpiPen is to be taken on excursions and evacuations.
- Spare epiPen Adult and Junior are kept in the sick bay in case of an emergency.
- Anaphylaxis Action Plans are displayed on the wall of Sick Bay, staff room, in the classroom Emergency Folder and on Compass.
- Records are to be kept of any emergency treatment given on COMPASS as a chronicle / sick bay record.
- Parents are to be informed immediately of any emergency treatment given.
- Reminder to go out to parents at the beginning of each year re students epi pen.
- Anaphylaxis Action Plans are to be updated annually.
- Parents to ensure that medication is in date.

Special Needs

- Parents are to let the school know if their child suffers from any allergies and Action Plans are to be developed.
- Parents to let the school know if a child suffers a serious illness or disability.
- Plan of action in cases of children with specific disabilities to be devised is consultation with the parent, doctor, and relevant staff for each individual case.
- Copy of Action Plan to be displayed in Sick Bay and Staff Notice Board
- The same guidelines as for Long Term Medication apply to students with particular ongoing medical conditions.

Medication - Excursions

- Administration Staff will supply Teaching staff accompanying students on excursions with the medication required to be administered throughout the day. This will be clearly marked in a sealed envelope with the students name and time of administration.
- Medication will be kept secure at all times until administered.
- Teachers to ensure that the Excursion Permission Note requiring parents to indicate if medication is needed on an excursion is completed and taken with them.
- Responsibilities – same procedures as for short term/long term medication.
- All students must carry with them their asthma medication or epiPen.
- Medication needs must be noted on risk assessment for excursion.

Parental Responsibilities

Parents are to;

- obtain required forms from the school website or office and return duly

signed and completed before medication can be administered.

- send medication to the school in a container with separate daily doses for the week (available from most chemists) clearly marked with the child's name.
- advise the school of any changes in medication in writing.
- ask the prescribing doctor to complete a new Medical Advice Form if there are any changes to medication.
- complete new forms at the beginning of each school year.

School Responsibilities

- Medication must be kept in a locked storage area in the school office.
- The First Aid Officer administering the medication to be delegated by the Principal and should have a full first aid certificate.
- In the absence of the delegated person/s a member of the school executive staff will be responsible for the administration of medication.
- Students to be supervised while taking medication.
- Two people (where possible) to check the child's identification and correct medication.
- Details to be recorded daily on the student profile in Compass.
- When consulting with parents about medical needs of a student, a written information form from the prescribing doctor, giving exact dose and times of administration is mandatory - permission notes from parents will not be accepted.

Teacher Responsibilities

- The classroom teacher will send children who require medication to the school office at the appropriate time.
- Classroom Teacher to send medication to the office for safe keeping (or refrigeration). Medication is not to be kept in the classroom.
- Originals of all parent and/or doctor authority forms are to be sent to the office to be kept on file.
- Delegated Teacher is responsible for the administering of medication when the child is on an excursion.
- Medication needs must be noted on risk assessment for excursion.

4.0 RELATED AND SUPPORTING POLICIES AND DOCUMENTS

- Guidelines for Administering Medication in Schools
- Medication Forms
- Privacy Policy
- Allergy and Anaphylaxis Policy
- Asthma Policy
- Anaphylaxis Procedures for NSW Catholic Schools 2013

5.0 Budget

A budget will be provided for the professional development of staff and acquisition of resources.

6.0 Evaluation

The Principal, with delegated responsibility to the Leadership Team and staff, will be responsible for the planning, implementation and review of this policy.