ST JOSEPH’S PRIMARY SCHOOL
TWEED HEADS

DISPENSING MEDICATION POLICY
2014

Date issued: March 2014
Date to be reviewed: 2017

AIM
To outline procedures to be followed by the Principal and staff when asked by parents or guardians to administer prescribed medicines to students at St Joseph’s Primary School.

PARENT RESPONSIBILITIES
Parent must recognise they have a responsibility to assist the school by:

1. Updating medication details immediately on the appropriate form or Medical health plan, if there is any change to the information already provided.

2. Updating parent contact details and /or family doctor details immediately when there is a change.

3. Ensuring that prescribed or non-prescribed medication is not brought into the school by their child without the knowledge of the school. No medication is to be brought to school in a concealed form.

4. Educating their child as fully as possible in the correct administration, dosage, frequency and circumstances surrounding their medication.

5. Recognising the school needs to accurately and quickly advise hospital or medical personnel of medication details in the event of an accident or an emergency.
6. Recognising the potential danger of undisclosed medication to other students. **Parents should recognise they may be held liable by law for any injury caused to another child by their failure to disclose medication carried by their child.**

7. Delivering medication to the school and completing the mandatory paperwork.

8. Medication given to the school must be in its original packaging and state:
   - Child’s name
   - Date of birth
   - Prescribing doctor
   - Medication name and dosage. Medication must not be past its expiry date.

9. Signing the sheet provided at school to confirm the amount of medication given to the school, the medication supervisor initials also to confirm medication was received.

10. Completing “Notification and Request by Parent/Guardian For the Administration of Medication During School Hours” and “Deed of Indemnity” forms before medication will be administered. These are completed annually or when there is a medication change.

**POLICY**

1. Subject to the approval of the Principal in consultation with the Parish Priest and the Catholic Schools Office, students’ requiring medication may be enrolled if:
   - their medical requirements can be met adequately
   - their condition is not likely to put them at high risk of injury or to have an adverse affect upon the learning processes or safety of other students in the school *and*
   - member/s of staff is willing to administer the medication as necessary or the student is capable of self-administration.

2. In the case of students who develop medical conditions subsequent to enrolment, and who thus require prescribed medication to be administered during the school day, either on a regular or in emergency circumstances full details must be supplied to the Principal. The Principal may need to consult with the Parish Priest and Catholic Schools Office to determine the appropriateness of the student’s school placement. Attention to a child’s medical needs is considered part of the school’s duty of care for that child.

3. The Principal shall ensure that continued enrolment of a child requiring regular and continuing administration of prescribed medication is reviewed:
   - annually
   - when the child’s medical condition changes significantly
   - when the only person willing to administer the medication moves from the school
   - when the only person previously willing to administer the medication is no longer prepared to perform that task.
PROCEDURES
When a parent or guardian seeks the enrolment, or continued enrolment of a student with a medical condition requiring the administration of prescribed medication, the following procedures are to be adopted:

1. A written request together with a statement of the student’s condition and requirements is to be obtained from the parent. This statement shall advise:
   - Student’s name and date of birth
   - Nature of the condition and its medication requirements
   - Name of medication
   - Dosage information

   This written request is completed when “Notification and Request by Parent/Guardian for the Administration of Medication During School Hours” is returned to the school.

2. Where regular medication is required, parents are to complete “Notification and Request by Parent/Guardian for the Administration of Medication During School Hours” allowing the Principal or staff to contact the child’s doctor.

3. The Principal will discuss with the appropriate school staff the nature of the medication requirements and the implications of administration giving attention to:
   - the exact nature of the student’s medication condition and requirements
   - a plan for meeting these requirements
   - the resources, facilities and support services which are available and may be required to meet the student needs

4. Discussion with the parent on the following will take place:
   - the ability of the school to meet the needs of the student
   - the contribution to the care of the student which will be required of the student personally (e.g. self-administration, co-operation in meeting the necessary guidelines for the administration of the medication) and members of the ancillary and teaching staff
   - the responsibility of the parent/s or guardian/s.

6. Alternative arrangements must be made with the parent/s for the administration of the medication if the person/s who have agreed to administer it are not available. In this case the Principal will delegate a staff member who has undertaken their First aid to administer the medication.

7. All medication shall be stored securely as directed by the Principal. It shall be at the Principal’s discretion that the student be allowed to carry medication with them. e.g. puffers or Epi pen
8. First Aid, CPR and dispensing of medication will be administered by Mrs Sue McGill (Monday/Tuesday) and Mrs Toni Attenborough-Doyle (Wednesday/Thurs/Fri).

9. Children requiring medication for ADHD are medicated by an Additional Needs Team member following the protocols outlined in this policy. This medication is stored in a locked cupboard in the Additional Needs Room.