St Saviour’s Primary School
Safe at School
Medication Policy

(June 2014)

VISION STATEMENT

St Saviour’s Primary School is an educational community living out Mercy values each day.

Our Vision is:-

- That each child is valued and respected.
- That each child’s giftedness is recognised.
- That each child’s potential is realised.
- That each member of the school community strives for goodness.

RATIONALE

St Saviour’s Primary School seeks to promote the health and well-being of our students. This policy aims to provide direction for the handling, storage, and administration of doctor-prescribed drugs as well as non-doctor-prescribed IBUPROFEN and PARACETAMOL, within the School and in School-based activities (e.g. Camp, Inter-school Sports, Swimming, Excursions, and Outdoor Education). The policy endeavours to provide the students with an opportunity to maintain optimum health and to participate fully in school life.

VALUES

St Saviour’s Primary School is a Catholic Primary School committed to the provision of a safe, healthy and caring environment. This Medication Policy reflects the values espoused in the Mission of a Catholic School by promoting respect, responsibility, responsiveness and resourcefulness.

POLICY STATEMENT

St. Saviour’s Primary School promotes a safe and supportive environment in which members of the school community acquire skills and knowledge enabling them to make decisions and perform actions that optimise the health and well-being of students.
DESIRABLE CONSEQUENCES

Principal and Staff Responsibilities:

- Ensure administration of medication and other health condition management procedures respect privacy and dignity of students whenever possible
- Establish a school climate that promotes acceptance of health conditions
- Ensure that parents complete all relevant medical information/records of the students annually and as changes occur
- Obtain written parental authorisation to administer Doctor-prescribed medication
- Obtain written or verbal parental authorization to administer non Doctor-prescribed medication (IBUPROFEN and PARACETAMOL)
- Ensure that staff are informed of warning signs, triggers and emergency responses for health conditions of students requiring medication of which the school has been advised
- Ensure that staff have access to basic skills and information about medication for health conditions known to be present in the school
- Identify the staff authorised to administer medication
- Ensure that there is a designated place in the school for administration of the medication.
- Ensure that medication is kept in a secure place at correct temperature (e.g. in fridge) and remains in the original dispensed container
- Ensure that medication is available whenever required whether on the school grounds or outside school (e.g. excursions, camps, inter-school activities, etc.). Escorting staff to confirm the medication requirements of children travelling off campus

Responsibilities of Staff Administering Medication:

- Administer medication directly from original container
- Follow directions on original pharmacy label attached to medication container
- Ensure out-of-date medicines are not administered
- Record details of all medication administered
- Observe that the student swallows/ingests the medication
- Monitor children following the administration of medication for any adverse reactions

Parent Responsibilities:

- Complete health information/medical condition records annually and update immediately if there are any changes.
- Complete written medication form for the administering of medication.
- Provide school with medication in original labelled container. Monitor expiration dates of medications kept at school and replace as needed.
- Ensure prescribed medication is labelled with the child’s name, the medication dosage and frequency, and expiry date.
- Ensure that medication is handed to school office staff.
- Supply school with sufficient quantity of medication and appropriate equipment for administration (e.g. measuring cups, etc.)
- Notify school in writing when a change of dosage is required. Use medication form to amend instructions.
- Advise school and collect medication when it is no longer required at school.
• Ensure that any medication required while off-campus (camps, excursions, inter-school sports activities, swimming, etc.) is provided and given to escorting teacher for safe storage.

DEFINITIONS:

Reference to ‘Parents’ in this Policy includes Guardians and Caregivers.

The term ‘medication’ refers to the non-Doctor prescribed medicine, IBUPROFEN and PARACETAMOL, as well as Doctor-prescribed medicine which has been dispensed by a pharmacist with a printed label. This label must include the child’s name, the medication dosage and frequency, and expiry date. Other non-Doctor prescribed medications will NOT be administered by any school staff at any time to any student.

REVIEW HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Changes / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Rev00</td>
<td>Initial Publication of Policy</td>
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<tr>
<td>09/2013</td>
<td>Rev01</td>
<td>Review</td>
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<tr>
<td>05/2014</td>
<td>Rev02</td>
<td>General update to include non-prescribed medication</td>
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<tr>
<td>06/2014</td>
<td>Rev03</td>
<td>Minor formatting changes</td>
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TO BE REVIEWED: 2015