

Procedure Glendowie Primary School



ADMINISTRATION OF MEDICATION AT SCHOOL PROCEDURE

(This Procedure does not apply to emergency situations, where appropriate action will be taken)

PURPOSE

To provide a safe environment for the administration of prescribed medication for the children.

GUIDELINES

- Prescription medication will only be administered by the Principal or Office Staff who have offered to take the responsibility for administering prescribed medication to a student.
- Office Staff will not administer prescription medication at school unless there is written permission from parents (and it is agreed to in writing by the Principal of the school).
- Long term use of medication (excluding asthma inhalers) will require written notification from a General Practitioner or Specialist. This will need to be updated annually in writing.
- Any prescription medication, with accompanying parental permission other than asthma inhalers, must be kept at the office and administered by the Office Staff or Principal.
- Non-prescription drugs are not to be sent to school.
- In February of each year parents will be made aware of the Board's Policy through the school newsletter.
- Parents/Guardians need to provide the school with a Medical Form (see attached form) before a staff member agrees to take responsibility for administering prescribed medication.
- The medication must include the medical practitioner's directions on the label of all dispensed medicine. The person administering the medication will follow these directions.
- The school encourages that only essential medication is held on the school premises at any time.
- Medication/prescribed drugs will be kept in a safe and secure place within the School Office. A notebook will be kept and completed each time the medication is administered. Details will include name, drug administered, date, time and staff signature.
- It is the parent's or guardian's responsibility to inform the school of any change in the student's medical circumstances.

- Individuals may keep their own asthma inhalers and use them when they deem appropriate. However, if a child is unable to look after their own, it may be kept by the class teacher, providing the child's name is on the container and the container is wrapped e.g. plastic bag, gladwrap etc.
- Spare named emergency inhalers may be handed into the office to be kept in the secure areas.
- Parents or children are responsible for collecting the prescription medication from the office at the end of the dosage or course, otherwise it will be disposed of.
- Children are responsible for going to the office area for their medication at the agreed time.
- Every care is made to administer medication.
- For severe medical needs, parents are expected to provide an Action Plan. Training may be requested from the Health Nurse for specialist support.
- Individual Emergency Action Plans and emergency medication are kept in the Office by the sound system equipment.
- Each teacher of a child who has an Action Plan will have a copy in the child's file.
- A copy of the Action Plan is also in the Sick Bay, Staffroom, and Principal's Office.
- Reliever kits identify if there is a child with an Action Plan.

REFERENCES

- M.O.E. Guidelines
- "Administration of Prescribed Medication by School Staff in Non-Emergency situations".
- Community Health Policy 1997 "Administration of Medication at School" Policy Guidelines.

<p>Approved: _____ / ____ / _____</p> <p>Reviewed: _____ / ____ / _____</p>
