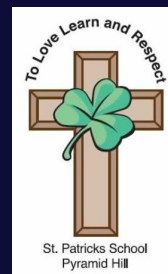


# ST. PATRICK'S PRIMARY SCHOOL PYRAMID HILL



## **Distribution of Medication Policy**

### Rationale:

Schools are often asked by Parents / Guardians to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of Learners, and fulfils the duty of care of Staff.

### Aim:

To ensure the medications are administered appropriately to Learners in our care.

### Implementation:

Learners who are unwell should not attend school.

The School Officer is trained in level 2 First Aid and is the staff member responsible for administering prescribed medications to Learners. In the absence of the School Officer, a staff member will be nominated to administer the medication.

Medication is only to be administered by a trained Level II First Aid staff member and should be recorded appropriately.

All parent requests for the Classroom Teacher to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist's including the name of the Learner, dosage and time to be administered (original medications bottle or container should provide this information).

Medication is not to be administered on a verbal request.

All Learner medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in a locked storage facility or staff refrigerator, which is most appropriate.

Consistent with our Asthma policy, Learners who provide the school office with written parent permission supported by approval of the principal may carry an asthma inhaler with them.

All completed Medication Request Forms and details relating to Learners, their prescribed medications, dosage quantities and times of administering will be kept and recorded in a confidential medications register located in the office in the presence of, and confirmed by, a second staff member.

Learners involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medication register. Completed pages will be returned to the official medications register on return of the excursion to school.

Parents/ Guardians of Learners that may require injections are to meet with the Principal to discuss the matter.

It is the parent's responsibility to inform the school of any changes to their child's medication procedures. Each year, a letter will be sent home to families requesting updated information for all for all medical plans annually.

Information of Learners with special health needs is to be displayed in the staff room with a photo, brief outline of Learner's condition and a contact phone number.

Assessment & Evaluation:

This policy will be revisited annually and formally reviewed each full school review year

Resources:

Distribution of Medicine Form – St Patrick's Primary School Pyramid Hill

Reviewed: February 2019



St. Patricks School  
Pyramid Hill

Medication Authorisation

CHILD'S NAME:

Christian:

Surname:

Medication to be Administered:

Dosage to be Administered:

Time medication is to be Administered:

Period of time medication is to be administered:

Specific storage requirements:

Contact Telephone Numbers for Parents:

Parent Name:

Contact Phone No:

Parent Name:

Contact Phone No:

Please note it is most important that parents can be reached on these numbers particularly when a child is on medication.

DOCTOR PRESCRIBING MEDICATION:

Doctor's Name:(print)

Doctor's Contact No:

Doctor's Signature:

PARENTAL CONSENT:

I \_\_\_\_\_ (Parent) give permission for delegated school personnel to administer medication to my child \_\_\_\_\_

(Child's name) as detailed above. I am aware that it is my responsibility to collect medication that is also required at home.

PARENT SIGNATURE:

St. Patricks School  
Pyramid Hill