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## Policy Statement

REVIEWED 2014; 2016; 2019

### Administering Medication

#### Rationale

St Andrew's Catholic Primary School carries professional indemnity insurance for all employees.

In the administration of medication, parents/guardians are encouraged to administer it to students on a schedule that allows for administration at home, out of school hours. As this is not possible in all instances, the school may be able to assist in the administration of medication to a student but the school's procedures must be followed and completed prior to this being agreed to by the Principal (or Assistant Principal when necessary).

When appropriate, the school believes children should be trained and supported to self-medicate, especially when medication is required for an ongoing condition.

#### Definitions

Medication – Tablets/pills, syrup, 'drops', etc prescribed by a qualified medical practitioner to treat an illness or condition.

Ongoing – illness or condition which will need continual medication on a regular or 'as needed' basis e.g., ADD/ADHD, Diabetes, Asthma, pain relief, etc.

#### Principles

1. The school has no responsibility to administer medication to students. Teaching staff are not trained to administer any form of medication.

The school will administer medication to students only if:

- If the child is unable to self-administer. (Staff will supervise on request.)
  - Parents (or another adult) are able to come to school to administer it to their child themselves.
2. When requested, the school may assist in the administration of medication for a student, on the signed understanding by parents that all care, but no responsibility is taken by the school for missed or incorrect dosage.
  3. Parents, when necessary, will provide the school with up-to-date health needs of their children and when relevant provide an *Emergency Care Plan* for individual students. It will include current home, work and mobile telephone numbers.

4. The school will be aware of students with special health needs and be aware of their *Emergency Plan*.
5. Parents will follow the school procedures when requesting the Principal to authorise the school to administer medication to their child.

## **Procedures**

### **Responsibilities of Principal**

1. To ensure the school community is aware of the School's *Medication Policy*.
2. To ensure the policy is implemented correctly.
3. To regularly remind parents of the need for updating changed information, including phone numbers, in the family's records held at the office (this is always passed on to the class teacher).
4. To ensure all teachers, including specialist teachers, are aware of students with medical conditions.
5. To ensure medication is kept in a safe place.
6. To ensure records are kept of all medication administered to students by school staff.

### **Responsibilities of School/Teachers**

1. To ensure all parents receive information and forms pertaining to Medication that are distributed to families through the class.
2. To ensure an *Emergency Care Plan* form goes home to all students with a condition that may need emergency treatment at school e.g., asthma, diabetes, a life-threatening allergy, etc.
3. To ensure on return of the completed form – *Emergency Care Plan* – that
  - a. the original copy is sent to the office to be placed in the student's file;
  - b. a copy is given to all specialist teachers; and
  - c. a copy is placed in the *Medical Alert* file in the staff room.
4. Teachers are not expected to administer prescribed medication or treatments which require training, such as administering injections, unless an agreement has been reached between the Principal, parents, doctor and associated school staff.
5. Teachers may be asked to supervise 'self administration' by students after discussion and agreement between the parent and the Principal.

### **Responsibilities for the Parents**

1. To organise a medical schedule out of school hours when possible.
2. When appropriate, to train and support students to accept responsibility to self medicate.

3. To provide and maintain up-to-date information to the school, including parent and emergency contact phone numbers.
4. When requesting the school to administer medication to their child, to follow all procedures outlined and complete the necessary form – **Request – School Administration of Medication.**
5. To ensure the prescribing doctor provides the necessary written information to the school for the administration of ongoing medication to a student.
6. To assist the child to come to the office at the required time eg wear a watch with the alarm set for the time to come to the office.
7. To set the child's medication schedule so dose at school comes due at a time the child has a help to remember, eg beginning of lunch, as soon as students dismissed to play.
8. To supply the school with the necessary medication on a regular basis.

## Communicable Diseases

Parents are requested to inform the school if a child has had a communicable/infectious disease and is required to observe the exclusion from school period. Public Health Department recommendations for most common infectious diseases are listed below.

<b>Disease</b>	<b>Period of Exclusion</b>
Chicken Pox	Until scabs are healed
Conjunctivitis	Until discharge from eyes has ceased
Diphtheria	Until medical certificate of recovery NB Contacts excluded
German Measles	Until at least 4 days after onset of rash
Glandular Fever	Until child is well
Hand, Foot & Mouth Disease	Until all blisters have crusted
Head Lice	Until treatment has commenced
Hepatitis A	Until medical certificate of recovery is received
Hepatitis B & C	Not necessary
Measles	At least 4 days after the onset of the rash
Mumps	At least 9 days after onset of symptoms
Ring Worms	Until the day after treatment has commenced
Scabies	Until mites and eggs are destroyed.
Whooping Cough	For 2 weeks from onset of illness or for 5 days after starting antibiotic treatment

## Sick Students

The sick bay is intended for temporary ailments only. Parents will be contacted if the child is unable to continue with school work. Parent's emergency contact details need to be kept current in case their child is sick or injured at school. Please do not send children to school if they are unwell as this results in your child being upset and spreads the illness and infection to other students and teachers.

## School Children Insurance

All children attending St Andrew's Catholic Primary are covered by a 365 day, 24 hour, Accident Insurance Scheme (CCI). This cost is included in the annual school fees. Please contact the School Office during school hours for further information.