



St. Joseph's Primary School

Dispensing of Medicines

RATIONALE

Medication may be essential for continued functioning, either as a component of an elaborate treatment plan for the student with a complex disability or as the only treatment necessary for a student to maintain, or regain, control of his/her chronic illness.

This policy reflects the Diocesan Vision Statement especially those values promoting:

- Communities characterised by acceptance, security, justice, happiness and an environment of growth
- Nurturing the whole person towards achieving full potential
- The uniqueness and importance of each individual

AIMS

1. To guide the enrolment committee to reach appropriate decisions regarding enrolment of students requiring medication
2. To enable students requiring medication to participate as fully as possible in school activities
3. To facilitate the attendance of students who have illnesses
4. To ensure the safety of students requiring medication, other students, staff and other people who have access to the school
5. To fulfil Diocesan requirements regarding the dispensing, storage and correct administration of medication to students in schools
6. To fulfil the legal responsibility of duty of care towards all students within the school community (including all out-of-school functions organised by school personnel).
7. To facilitate Professional development of all staff members.

IMPLEMENTATION

Parents will be discouraged from providing children with medication at school, unless on Doctor's advice.

Dispensing Medication

- Documentation of student medical forms, record of dispensing and other appropriate documentation kept up to date.
- The Senior School Officer is the medicine dispensing person on staff. In her absence the Principal or other staff member can dispense medication.

- Medication is kept in a secure cabinet in the secure store.
- Self administration of medication by a student, under adult supervision, may only occur with the approval of the principal, after receipt of a written request from a parent/guardian.
- Medication must be supplied by parents in the original container, clearly marked with the student's name, the name of drug, dosage, frequency of administration and prescribing Doctor's name.
- Appropriate equipment for administration, e.g. medication measures should be supplied by parents.
- Communication – Principal, staff, parents, students, doctors – as appropriate. Regular notes in newsletters to inform parents of school/system Medications Policy.
- In the event of an excursion, sporting activity etc, the children are to hand clearly labelled medication to the supervising teacher prior to departure. The supervising teacher will then be responsible for the administration of that medication.
- Injections:
 - Only staff trained in the administering of injections may perform or supervise this task.
 - Handling and disposal of needles must be performed as per the CSO procedure 'Safe Handling and Disposal of Needles and Syringes
 - Anaphylaxis training must be completed by all staff including the use of EPIPENS
 - Parents must supply EPIPEN Brand anaphylaxis treatment as this is what staff are trained in

School staff responsible for the administration of the medication are to have attended relevant inservice training. The school community will be periodically reminded of the schools policy regarding the dispensing of medication.

Documentation:

Because of the unique issues involved in the area of dispensing medicines and the strict nature of the responsibilities of involved adults, it is essential that the following documentation , samples of which are appended, is prepared and kept current:

*Form 1- Parent Permission – Register Of Administration Of Medication

*Form 2 - Deed of Indemnity

*Form 3 - Request to Prescribing Doctor for Medical Details including Permission for Release of Information

*Form 3b - Medical Advice to School (to be completed by prescribing doctor)

*Form 4 - School Acknowledgment of Request to Administer Medication

*Form 5 - Notification of Change of Medication

The school Principal will ensure that a Medication Register for each individual student requiring medication is established and maintained within the school.

A Medication Action Plan should be determined and documented by a student's Doctor.

Emergency Assistance Action Plan for Student:

- Ideally, a separate Action Plan devised by a student's doctor should be available for those students who may require emergency assistance (e.g. severe asthma attack, epileptic fit)
- All teachers should be adequately trained in the administration of medication in emergency situations which are likely to arise in the school, especially where it is known that a student has a particular medical condition or serious allergy .(e.g. bee sting)

Administration of Non-Prescribed Medication

- No medication should be given to a student without the written permission of a parent/guardian.
- It is the responsibility of the Senior School Officer and the class teacher to ensure that all students attend at the appropriate time and place for their medication. Information on particular students will be documented and displayed on staff noticeboard and drawn to the attention of casual teachers.

BUDGET:

Provision as necessary will be made available from the school budget.

EVALUATION

Evaluation of this policy will take place

- every three years or
- with significant staff changes
- when changes in government and/or diocesan policy occur

This policy was endorsed in	2012
It will be reviewed:	2015
Helen Whale – Principal	_____
Sally Gilbey – Senior School Officer	_____
Anne Marie Peebles - REC	_____
John Lannen	_____
Claire Frampton	_____
Mark Morris	_____
Samantha Carraro	_____