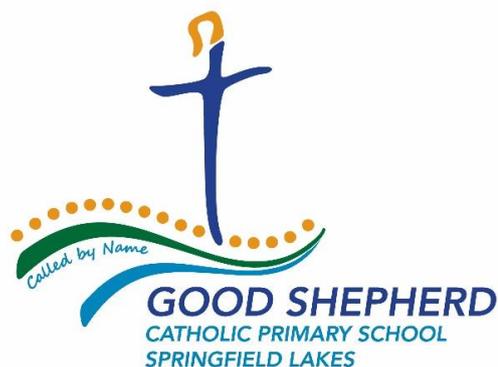


Good Shepherd Catholic Primary School

Administration of Medication Policy





ADMINISTRATION OF MEDICATION POLICY

Rational

At Good Shepherd Catholic Primary School Springfield Lakes parents often request staff to administer medication to their children while at school or under their care. This Administration of Medication Policy was developed by Good Shepherd to apply to all medications that is to be administered by staff at school. It is to read in conjunction with the Student Medication Plan which is to be completed before any medication will be administered. Medication is administered by an office staff member who holds a first-aid certificate. Students photo and information will be displayed for the purpose of identification and support.

Purpose

Provides guidelines for the administration of **medications to students** whilst attending school or school-based activities, in accordance with the advice of the student's *prescribing health practitioner* or as an emergency first aid response.

Overview

In order to ensure that students have access to a *reasonable standard of support* for their health needs whilst attending school or school-based activities, a request for school staff to administer medication during school hours should be considered only when there is no other alternative in relation to the treatment of specific medical conditions or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

It is the preferred policy of the school that children be medicated before or after school and that medication sought from doctors be requested, so this can occur. If this is not possible then the following guidelines must be followed.

1.0 Transportation and Collection of Student Medications

- 1.1 All medication must be delivered to the Principal or Principal delegate (e.g. School Secretary) by the student's parent/guardian/caregiver.
- 1.2 The medication must be in its original packaging with the following details:
 - Student's Name
 - Name of Medication
 - Dose
 - Frequency
 - Method/Route of Administration
 - Any special instructions
- 1.3 The Student Medication Plan must be completed and accompany the medication.
N.B. If a parent/caregiver is having difficulty meeting the above requirements they should liaise directly with the School Principal or Principal delegate.

2.0 Administration of Medications

- 2.1 A member of staff (a School Secretary) will administer the student's medication as delegated by the Principal.
- 2.2 Medication may only be administered after receipt of the completed Student Medication Plan (for any child with an ongoing medical condition requiring regular medication).
- 2.3 The following information will be checked by the staff member prior to the administration of any medication to a student:

- a) Right Student
- b) Right Medication
- c) Right Dose
- d) Right Time
- e) Right Method/Route (e.g. orally, injection, puffer)

- 2.4 The staff member is required to record the time and date of administration and to sign the School's Medication Administration Log.
- 2.5 The self-administration of medications in the school setting will be restricted to those used for the treatment of acute asthma (preventer and reliever medications) and diabetes following parent/guardian/caregiver negotiation with the Principal.
- 2.6 Administration of an authorised medication by a child; should be recorded in the School's Medication Administration Log.

3.0 Storage of Medications

The following are the standard legal requirements for the storage of medications:

- 3.1 All medications should be stored securely in a locked cupboard or a locked box (securely attached to a wall) within a restricted access area.
- 3.2 Medications requiring refrigeration should be stored in a separate, sealed and labelled box within a refrigerator. The refrigerator should be located within a restricted access area.

4.0 Risk Management

- 4.1 Risk management processes allow for the analysis trends and identify any systemic issues that need addressing to reduce the likelihood of future errors. Good Shepherd requests that any medication errors are reported on the **Incident Report Form** and submitted to the Principal and BCE WHS.

NB. If you have any medication concerns please contact the Poisons Information Centre on 13 11 26 or www.health.qld.gov.au seek medical attention or [Queensland Poisons Information Centre](#)

5.0 Parents

Communication with the School: Brisbane Catholic Education Office (BCEO) has issued strict instructions to schools in regard to this matter. NO child will be given medication unless parents make a WRITTEN request asking for PRESCRIBED medicines to be administered. These medications MUST carry doctor's dosage and time for administration. ALL medication will be given by Office staff ONLY and all requests MUST come to the Office. Non-prescribed oral medication CANNOT be administered at school.

Students with infectious diseases will be excluded from school in accordance with Health Department Guidelines.

Each year, Good Shepherd requests parents fill in a **Student Medical Form**. This form helps us keep abreast of emergency contacts and any residential changes that may occur.

Given the rise in allergic reactions to foods, pollens, animals and the like we ask for up to date information on your child and the necessary urgent medical intervention advice needed i.e. Anaphylactic. See Good Shepherd's Allergy Policy.

5.1 Requirement for Security and Safety Purposes

The following points are for security and safety purposes, and are requirements of the *Health (Drug & Poisons) Regulation 1996 (Qld)*.

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.
- The student has received a dose at home without ill effects.
- Advise the school in writing and collect the medication when it is no longer required at school.
- A new form is to be completed if the student is prescribed a change in medication, and/or if the regime is re-started after the conclusion date of the initial instructions and/or at the beginning of each new calendar year.

***The Medication Administration Request Form can be found on the Parent Portal.**

Policy Completed	Implemented	Policy Review	Policy Reviewed By
Issued to staff August 2014	2014	August 2017	
		March 2018	
	Adjustments: Minor	19 May 2020	Judith Anne Seery
	Adjustments Minor	3 February 2021	Judith Anne Seery