St Patrick’s Primary School

Medical Policy

Rationale

St. Patrick’s Primary School seeks to promote the health and well-being of our students. This policy aims to provide direction for the handling, storage, and administration of doctor-prescribed drugs within the School and in School-based activities (e.g. Camp, Ski-trip, Inter-school Sports, Swimming, Excursions, Outdoor Education). The policy endeavours to provide the students with an opportunity to achieve optimum health and to participate fully in school life.

Values

St Patrick’s Primary School is a Catholic Primary School committed to the development of the whole person and to the provision of a safe, healthy and caring environment. This community acknowledges that health and wellbeing depends on a sense of connection to the divine which is reflected in the creation of healthy relationships with self, others, and the environment. The Wellbeing Committee reflects the values espoused in the Mission of a Catholic School. It seeks to promote the values and attitudes of respect, responsibility, responsiveness and resourcefulness.

Policy Statement

St. Patrick’s Primary School promotes a safe and supportive environment in which members of the school community acquire skills and knowledge enabling them to make decisions and perform actions that optimise the health and well-being of students.

Definition of Medical

The term “medication” in this Policy refers only to DOCTOR-prescribed medicine, dispensed by a pharmacist with a printed label. This label must include the child’s name, the medication dosage and frequency, and expiry date. Non-doctor prescribed medications will NOT be administered by any school staff at any time to any student.

Consequences

DESIRABLE CONSEQUENCES

Responsibilities of Staff:

- Ensure administration of medication and other health condition management procedures respect privacy and dignity of students whenever possible.
- Establish a school climate that promotes acceptance of health conditions.
- Ensure that parents complete all relevant medical information/records of the students annually and as changes occur.
- Obtain parental written authorization to administer medication.
- Ensure that staff are informed of warning signs, triggers and emergency responses for health conditions of students requiring medication of which the school has been advised.
• Ensure that staff have access to basic skills and information about medication for health conditions known to be present in the school.
• Identify the staff authorised to administer medication.
• Ensure that there is a designated place in the school for administration of the medication.
• Ensure that medication is kept in a secure place at correct temperature (e.g. in fridge) and remains in the original dispensed container.
• Ensure that medication is available whenever required whether on the school grounds or outside school (e.g. excursions, ski trips, camps, inter-school activities, etc). Escorting staff to confirm the medication requirements of children travelling off campus.

Responsibilities of Staff Administering Medication:

• Administer medication directly from original container.
• Follow directions on original pharmacy label attached to medication container.
• Ensure out-of-date medicines are not administered.
• Record details of all medication administered.
• Observe that the student swallows/ingests the medication.
• Monitor children following the administration of medication for any adverse reactions.

Responsibilities of Parents:

• Complete health information/medical condition records annually and update immediately if there are any changes.
• Complete written medication form for the administering of medication.
• Provide school with medication in original labelled container. Monitor expiration dates of medications kept at school and replace as needed.
• Ensure medication is labelled with the child’s name, the medication dosage and frequency, and expiry date.
• Ensure that medication is handed to school office staff.
• Supply school with sufficient quantity of medication and appropriate equipment for administration (e.g. measuring cups, etc.)
• Notify school in writing when a change of dosage is required. Use medication form to amend instructions.
• Advise school and collect medication when it is no longer required at school.
• Ensure that any medication required while off-campus (ski-trips, camps, excursions, interschool sports activities, swimming, etc.) is provided and given to escorting teacher for safe storage.

Please Note: All medication and information taken on excursions/camps must be carried in the official Sports School Bag. Five bags are kept in the Sport’s Administration room. The contents of medication and information are strictly confidential and must be managed appropriately.

Sandra Campbell                     Craig Yardley
Principal                     Chairman of the Board