



## Francis Jordan Catholic School

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### **STUDENT MEDICATION PROCEDURES**

All Schools need to act in a practical manner in identifying students with medical requirements and to implement an action plan pertaining to the medical needs of an individual student.

#### Responsibilities

The degree of assistance offered by the school for students who require medication will depend on;

- The ability of the School staff to meet the particular medical needs of the student.
- The contribution toward care that may be provided by the student (as in self administration) parents/guardians, school staff and other community assistance organizations.

#### Responsibilities of the Principal

The Principal has the overall responsibility for the communication between parents/guardians, school staff and health professionals. Approval for school staff to administer medication or supervise the administration of medication by students, along with the safe storage of all medication, is also the responsibility of the Principal.

## Prescribed Medication

The parents/guardians of students who are required to self administer prescribed medication are to notify the Principal of this requirement by having their doctor complete 'Medication Instructions from Prescribing Doctor' (Appendix 2).

Where a student is deemed incapable of self-administering prescribed medication, discussion between the Principal, parents/guardians and associated school staff should take place to attend to the following:

- Parents/guardians must provide written authority for school staff to administer the prescribed medication on 'Student Medication Request/Record' (Appendix 1).
- Parents/guardians are responsible for advising the Principal, in writing, of any specific requirements when administering the medication by having their doctor complete 'Medication Instructions from Prescribing Doctor' (Appendix 2).
- THIS INFORMATION MUST BE SUPPLIED TO THE SCHOOL ON AN ANNUAL BASIS.
- School staff are only to administer medication in accordance with the medical practitioner's instructions.
- The Principal must ensure that a student's medical condition and the medication for that condition are brought to the attention of all staff that has the student under their care.
- School staff are to record every dose given to student on the 'Student Medication Request/Record' (Appendix 1).
- School staff are not expected to administer medication or treatments that require specialist training, such as administering injections (this does not include Epipens)

## **'Over the counter' Medication**

Where a student requires the administration of or supervision to self-administer 'over the counter' medication discussion between the Principal, parents/guardians and associated school staff should take place to attend to the following:

- Parents/guardians must provide written authority on 'Student Medication Request/Record' (Appendix 1).
- School staff are only to administer medication in accordance with the parents/guardians instructions.
- The Principal must ensure that a student's medical condition and the medication for that condition are brought to the attention of all staff that have the student under their care.
- School staff are to record every dose given to student on the 'Student Medication Request/Record' (Appendix 1).

## **Medical Condition**

In instances where a student suffers from a medical condition then it is essential that the school is aware of such information. A Medical Alert Form with a recent photo should be completed.

## **Anaphylaxis, Asthma, Epilepsy, Diabetes**

An Action Plan with a recent photo should be completed with the original kept with the class teacher. See individual policies for more information of record storage.

## **Records**

Medical Alert Forms – Original kept with the Class Teacher in class Medical File. Copy is filed in Medical Alert File in First Aid Room.

Student Medication Request/Record – This form should be completed by the parents, authorized by the Principal and kept in a file in the First Aid Room or in pre Kindy, Kindy and Pre Primary. As medication is administered this should be recorded on the form and signed by the person administering the medication. When the medication is no longer required the form should be filed in the student's personal file.

Medication Instructions from Prescribing Doctor – This form should be completed by the prescribing doctor authorized by the Principal and kept in a file in the First Aid Room or in Pre Kindy, Kindy and Pre Primary.

### Storage

Prescribed medication is to be stored safely in the locked cupboard in First Aid Room or in Pre Kindy, Kindy and Pre Primary locked first aid cabinets. Access is restricted to staff only. All medication should be appropriately packaged, clearly show the name of the medication, student's name, dosage and frequency of the dosage.

It should be noted that it is the parent's/guardian's responsibility to ensure that all medication is labeled correctly, is not out of date, and sufficient quantities are supplied for the student's needs.

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