



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 the relevant documentation 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 and school staff.

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

Where the student requires the administration of or supervision to self-administer 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 on 'Student Medication Request/Record' (Appendix 1).
- A medical practitioner must provide written authority on '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.
- If the student's condition is ongoing a Medical Care Plan is to be completed.
- 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),
- **If medication for ADHD is prescribed (e.g. Ritalin) incoming medication needs to be recorded in red on the 'Student Medication Request/Record' (Appendix 1), this is an auditing requirement.**

'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).
- This information must be supplied to the school on an annual basis.
- School staff are only to administer medication in accordance with the parent/guardian instructions.
- If the student's condition is ongoing a Medical Care Plan is to be completed.
- 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).

Anaphylaxis, Asthma, Epilepsy, Diabetes

See individual policies for information relating to the administration of medication for the above conditions.

Records

Medical Care Plans – Original kept in classroom medical file. A copy is given to the Support Officer, filed in medical file in first aid room and student's administration file.

Student Medication Request/Record (Appendix 1) – This form should be kept in a file in the first aid room (years 1-6) and in the classroom medical file (PK, K, PP). Administration of medication should be recorded on the form and signed by both the person administering the medication and a witness. When the medication is no longer required the form should be cancelled and filed in the student's administration file.

Medication Instructions from Prescribing Doctor (Appendix 2) – This form should be kept in a file in the first aid room (years 1-6) and in the classroom medical file (PK, K, PP). When the medication is no longer required the form should be cancelled and filed in the student's administration file.

Storage

Prescribed medication is to be stored in the locked cupboard in first aid room (years 1-6) and in the classroom first aid box (PK, K, PP). Access is restricted to staff only. All medication should be in original packaging, clearly showing the name of the medication, student's name, dosage, expiry date and frequency of the dosage.

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

Reviewed: 2017

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