

ST MARK'S

ADMINISTRATION OF MEDICATION TO

STUDENTS POLICY



Brisbane Catholic Education Guidelines state:

“Oral medication such as analgesics and over-the-counter medication that have not been authorised by the student’s medical practitioner must not be administered by teachers or other persons on the school staff.”

The guidelines state that the school is unable to administer medication unless:

- It is authorised by the student’s medical practitioner; and
- ALL MEDICATION is in a container labelled by a pharmacist/dispenser showing:
 - . the name of the drug
 - . the use by date
 - . the name of the student’s medical practitioner
 - . the name of the student
 - . the dosage, and
 - . the frequency of administration.

“Instructions solely from the parent without the required labelling on the medication shall not be accepted.”

It is imperative for the safety of all students, that **all medication is administered by the school personnel in the office so that accurate records may be kept as required by law, and that medication is taken in a controlled and supervised way.**

No medication, with the exception of asthma medication, will be able to be self-administered by students.

Asthma “puffers”, where necessary, are best kept in the possession of students. In the case of a student forgetting his/her puffer, a puffer and spacer is kept in the school office.

The school practice is:

- **All medication** requires the written consent of a medical practitioner before it may be administered at school.
- **All medication** must be booked into the school office, with the appropriate forms completed detailing the “when” and “how much” of medication. The child’s medication will then be either placed in a locked cupboard in the first aid room or in a refrigerator.

The school no longer will be able to stock Panadol for administering to the students. Therefore, please follow these guidelines:

- If your child is prone to headaches/migraines, that you get written consent from your doctor (must be reviewed annually) that Panadol or similar may be taken and in what dosage. It is then your responsibility to ensure that your child has a supply of medication for this purpose at school and that it is registered at the school office in the required way and kept in our locked cabinets. Any other regular medications will be handled in a similar way.
- If your child is going through a bout of illness requiring Panadol or similar, that you follow the guidelines given above.
- Should your child require Panadol, or similar, on a casual basis (eg due to a one-off headache), from now on we will be obliged to call you to come to the school to administer such medication (i.e. on the presumption that you don’t have reason to have instructions from your child’s doctor for these one-off occasions).

Whilst we recognise the imposition this is to you, please understand that we are bringing our practice into line with acceptable standards followed by all Brisbane Catholic Education schools. If you require a form to lodge with the school, for medication to be administered at school, please contact the school office. When the need arises, please obtain a form and have it completed and lodged with the school office.

Thank you for your understanding as we bring our procedures into line with current Health and Safety requirements.