



# Administering Medicines Policy

## St Pius X High School, Adamstown

### **Rationale:**

Arising from a school's duty of care, there will be occasions where administering medication is necessary to support students whilst they attend school or school related activities when support cannot be reasonably undertaken by parents or others. Arising out of this duty of care is the need to ensure the proper use of medication, safety of other students and provision of training for staff.

This policy is consistent with the CSO Administering Medicines in Schools Policy (February 2012).

### **Aims:**

This Policy aims to:

1. guide St Pius X High School when enrolling students requiring medication.
2. enable students requiring medication to participate as fully as possible in school activities.
3. ensure the safety of students requiring medication and other students and staff.
4. fulfil Diocesan requirements regarding the storage and correct administration of medication in schools.
5. fulfil the legal responsibility of duty of care towards all students within the school community.
6. facilitate Professional Development of all staff members.

### **Implementation:**

1. Arising from the duty of care that we owe to our students, there will be occasions when the administration of medication is necessary to support students during the course of a normal school day or in school activities outside of normal school hours.
2. No medication is to be given to a student without the written permission of a parent/guardian.
3. The Principal or his nominated delegate is to be informed by parents in all cases of students who require medication during the school day.

## Administrative Procedure:

1. No medication should be given to a student without the written permission of the parent/guardian. The parent/guardian will contact the House Coordinator who in turn will pass the permission note onto the first aid officer. In the event of a House Coordinator not being available, the note should go to the Office Manager who will then pass the permission note onto the first aid officer.

Upon receipt of the permission note the first aid officer will record this in the '*Confidential Health Care Management Plan*' which is located in the Student Office. Panadol or headache medication is not given to a student unless prescribed by a Doctor or unless in emergency situations as advised by a parent/guardian.

2. Self-administration of medication by a pupil under adult supervision may occur only with the approval of the Principal or his nominated delegate after receipt of a written request from a parent/guardian.
3. A first aid officer [who holds a current Senior First Aid Certificate] located in the Student Office will administer medicine to a student who requires medication where necessary.
4. At other times when the first aid officer is not available a nominated support staff member will carry out these duties. This staff member does not need to possess a Senior First Aid Certificate.
5. Any medicines kept on the school premises are required to be kept in a locked cupboard in the area.
6. A medication register is established and maintained within the school which provides the following information:
  - ⇒ **date, name of student, type of medication, dosages, the name of the person administering the medication and the signature of the student when medication is taken**
8. Every second year all staff at St Pius are inserviced on anaphylaxis and the first aid treatments required for this condition.
7. St Pius has a computer database which records students who use the sick bay. A hard copy of this data base is kept and regularly updated for occasions where students with severe medical problems present at the Student Services Office and require immediate attention. The hard copy is kept on the desk of the person looking after Sick Bay.