



St. Mary's School, Inglewood

Learning Today, Wisdom Tomorrow

Student Medication Protocol

Identity Statement

St Mary's Catholic School, Inglewood, is a community of learners, inspiring all to be people of light, in the footsteps of the Presentation Sisters.

Vision Statements

Model and teach the message of Jesus in our relationships with each other, our God and our world.

Build and value collaborative partnerships with students, staff and parents, the Parish and wider community.

Create a positive and stimulating environment in which each person can academically, spiritually, emotionally, physically and socially reach their full potential.

To foster a love of learning in a safe and respectful environment.

Graduate Outcomes

At St. Mary's we endeavour to educate graduates to:

To embrace the love of God and His presence in their daily lives.

To be respectful and accepting of all.

To be kind and compassionate community members.

To develop and sustain positive, loving relationships.

To be leaders of action, promoting peace and justice in the world.

To develop a positive work ethic to achieve their aspirations and dreams for the future.

To display perseverance when faced with challenges in life.

To be able to work both independently and collaboratively.

To be an innovative, responsible and inquisitive learner, inspired by a love of learning.

To have a sound knowledge of literacy and numeracy skills.

RATIONALE

Schools and classroom teachers are often asked by parents to administer medication for their children while at school.

It is important that such requests are managed in a manner that is appropriate to ensure the safety of students and fulfils the duty of care of staff.

IMPLEMENTATION

- While every effort is made to look after children, parents are urged not to send sick children to school.
- Staff qualifications in First Aid, CPR, Anaphylaxis and Asthma training are updated on a regular basis in accordance with government expectations.
- A list of teachers and their First Aid Qualifications is displayed in the First Aid room.
- It is the parent's responsibility to inform the school of any changes to their child's medication procedures. Each year, a letter will be sent home to families requesting updated information for all medical plans.
- Emergency contact numbers need to be current. Parents are responsible for notifying the school of any new addresses and phone numbers

Ongoing Medical Conditions

- All class teachers should know of any ongoing medical disorders from which students may suffer and medications that may need to be taken by a child.
- For each child with Asthma, Anaphylaxis, Epilepsy, Diabetes, Allergies and/or other similar ongoing medical issues, a Personal Management Plan is required. This is to be formulated by a doctor in collaboration with parents and delivered to the school.
- Time Critical Medication is to remain in a secure location in the classroom of the child and must only be accessible to adults. (Ventolin, Epipens)
- The school will have their own supply of Ventolin and Epipens in the First Aid room for emergencies.

Intermittent Medication

- All parent requests for the administration of prescribed medications to their child must be in writing **and must be** supported by specific written instructions from the medical practitioner or pharmacist's including the name of the student, dosage and time to be administered. (Original medications bottle or container should provide this information).
- Cough mixtures and panadol are not appropriate at school and may only be brought under doctor's notification.
- Medication can *not* be administered on a verbal request.
- Parents must hand medicines to the school for appropriate storage.
- Any drugs that are brought to school must be kept in the office area and administered to the child by the child's teacher, or a member of staff.
- If medications for more than one day are brought to and left at school, these should either be kept in the staffroom refrigerator or in the office.
- Classroom teachers will be informed of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications.
- The school needs to be notified in writing of any changes to medication dosage and frequency.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential medications register located in the First Aid room.
- Copies of the Student Medication records are to be kept in the First Aid room.
- Medical record forms will be provided in First Aid Bags for the teacher responsible to record administration of medications given.
- This also applies to camps & excursions and must be accompanied by the below medical form (See Appendix)



MEDICATION AUTHORISATION

Form to be filled in and returned to the office.

Name of child: **Grade:**

Medication to be Administered:

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Dosage to be Administered:

Period of Time Medication to be Administered:

Specific Storage Requirements:

CONTACT TELEPHONE NUMBERS FOR PARENTS:

Parent Name:

Contact Phone No.:

Parent Name:

Contact Phone No.:

(Please note it is most important that parents can be reached on these numbers particularly when a child is on medication.)

DOCTOR PRESCRIBING MEDICATION:

Doctor's Name (print): Doctor's Phone No.:

PARENT CONSENT:

I _____ (Parent) give permission for delegated school personnel to administer medication to my child,
_____ (child's name) as details above. I am aware that it is my responsibility to collect medication that is also required at home.

Signed by Parent/Guardian

Date

*If at all possible medication should be taken at home. * No medication can be given unless accompanied by this form.*