Children who are sick should be kept at home both to hasten their recovery and to prevent spread of the infection. On occasions it becomes necessary for children to be given medication during school hours. This creates difficulties for parents who are unable to come to the school at the precise times, and also for the school in terms of ensuring that medications are out of reach of the other 400 children and in terms of remembering to administer the medication at the prescribed time. Teachers take this task very seriously and accept it most reluctantly. However, they are willing to help parents in this way when it is really necessary and provided parents understand the human limitations and the demanding situations of a school day, (with the teacher's first responsibility being to teach well and to supervise all children). Teachers do everything in their power to ensure that the medication is administered as prescribed. They cannot, however, be held responsible for human error in this regard. You are asked to please consider the advisability or otherwise of having children attending school while on short-term medication. Rest can often be an important aspect of treatment and can mean the child can return to school much healthier much sooner.

While parents have the ultimate responsibility for the administration of medication and the management of health conditions, schools are often asked to assist with the provision of these services. Medication may be required for health reasons or to assist learning or modify behaviour. Once it has been established that a student has a need for medication and an alternative cannot be administered outside of school hours the school has a responsibility to provide for the administration of the medication. In some circumstances parents may be prepared or needed to assist with the administration of the medication or the health care procedure.

**Delivery of Medication to the School**

Wherever possible medication should be provided to the school by parents on a daily basis. If the parent is unable to deliver the medication to the school it is advisable that a responsible person nominated by the parent deliver it. If a student is given the responsibility of delivering the medication all medication MUST BE delivered to the office area on arrival at school. No medication (excluding Asthma medication) is to be left in school bags.

**Antibiotics**

In the case of antibiotics, common sense dictates that it is not practical to require all of the Notification/Permission slips to be completed. Principals should use their discretion in this regard. Generally a written request from a parent to the school in relation to the administration of antibiotics will be sufficient. Staff should be aware that some antibiotics require refrigeration.

**Over the Counter Medication**

Over the counter medication including analgesics or homeopathic preparations must not be administered by school staff unless a written request is received from the student’s parent and is accompanied by written advice from a medical practitioner with the medication in the original labelled container. The exception is reliever puffers for the emergency treatment of asthma.
St John’s Primary School

Medications Policy

INTRODUCTION
The following policy and procedures are in place for the administration of medications to students at St Johns Primary School.

1. Non-prescription medication – medications such as aspirin, Panadol, cough mixtures, etc may be given to students with verbal permission from parents.

2. Prescription medication –
Parent’s responsibilities:

- The parent must request the administration in writing by completing the ‘Parents Request Form’ at the time of enrolment, or when medication is prescribed, or varied, by a medical practitioner. Forms are kept in the school office.
- In any case involving medication which is critically important to a child’s health, parents are required to provide the school with directions in detail about the care needed to safeguard the child.

School’s responsibilities:

- Medication is to be kept in the security room in the general office area. It is administered to the child at the general office, usually by the office staff.
- It must be labeled with the pupil’s name and preferably be kept in a re-sealable plastic bag.
- Details of dose and the pupil’s name should be checked by the person administering the medication.
- The administering person, delegated by the principal, is given all relevant information provided by the parents.
- Pupils are to be supervised while taking medication.
- The person administering prescription medication keeps a written record of the date and time of each medication.
3. Specific needs –

**Asthma:**
Parents complete an Asthma/Allergies Form at the beginning of each school year. Staff are informed about pupils who suffer from Asthma and their need to have access to medication, usually a bronchodilator, at all times. If the Asthma is severe in its effects, parents should provide special guidance to enable staff to assist pupils in distress.

**Diabetes:**
Parents of students with diabetes are asked to assist the school by providing thorough information and regular updates on the best management needs for their child. Staff members are given adequate knowledge and guidance for the care or pupils with diabetes. This may include workshops given by the local Diabetes Educator.

**Anaphylaxis:**
Staff are involved in First Aid and Anaphylaxis training. Class teachers have the responsibility of introducing and maintaining the ‘BE A MATE’ Program. (Make Allergy Treatment Easier). This can be incorporated into the PDHPE KLA. The program incorporates the following key learnings:

- *Always take food allergies seriously.*
- *Don’t share our food with friends who have food allergies.*
- *Wash your hands after eating.*
- *Know what your friends are allergic to.*
- *If an allergic schoolmate becomes sick, get help immediately!*

4. Medical Alerts – A specific ‘Medical Alert’ form for a student with a specific medication condition is displayed in the staffroom. A copy of the Alert is issued to the class teacher.