

Policy

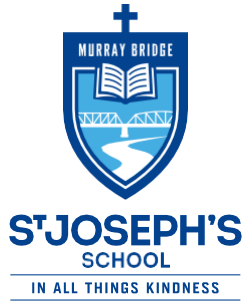


ST JOSEPH'S
SCHOOL

IN ALL THINGS KINDNESS

Administration of Medication Policy

St Joseph's School
Murray Bridge



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Policy

Administration of Medication Policy

Acknowledgement of Country

We acknowledge that we are meeting on the traditional country of the Ngarrindjeri people. We recognise and respect their cultural heritage, beliefs and relations with the land. We acknowledge that they are of continuing importance to the Ngarrindjeri people living today.

Purpose

The Administration of Medication policy statement informs staff and parents of their responsibilities about the administration of legal drugs and ensures that only prescribed medication is administered in the correct dosage by appropriately trained staff (BELS and Senior First Aid Certificates) to ensure students' safety and well-being. This policy facilitates the ongoing education of students with specific medical conditions in an unbiased and caring manner and informs staff of their students' medication requirements.

Policy

This policy applies to all medicines and to all staff, students, parents, caregivers, and volunteers in the St Joseph's School community.

Waiver

Although staff will make all possible endeavours to ensure that the student has the requested medication on time, given the busy and unpredictable schedules of the school day, the medication will be administered as close to the time as possible.

Procedure

Medicines at school

It is a legal stipulation that School staff are not permitted to give medication to students unless:

- The student's medical condition is such that ongoing medication is required to enable the student to attend school AND

- A Medical Management Plan or Health Care Plan supplied by the student's parents, carers, and guardians provides written directions stipulating the administration of the prescribed drugs, which must be signed and dated.
- The Senior First Aid Officers or staff member must agree to administer medication (i.e. a voluntary act rather than a prescribed role). The Senior First Aid Officers normally administer all medication at St Joseph School.

If students bring medication to school, it must be given to the Senior First Aid Officers for safekeeping and accompanied by a Medical Management Plan from their medical practitioner. Medication must not be left in school bags, as this poses a potential risk to other students.

Teaching staff are not responsible for students' medication.

St Joseph's Murray Bridge is not responsible for out-of-date medication. It is the parent's responsibility to ensure that medication has not expired. Regular checks of medications kept at school will also be carried out, and parents will be notified of medications out-of-date.

School staff are encouraged not to administer 'over-the-counter' medication (e.g., cough syrup—if the child is ill). In these cases, the child should not be at school, spreading infection. The administration of antibiotics and prescribed medications on a regular basis requires parental/caregiver written permission and clear medical (packaging) instructions for First Aid staff to administer. All medications administered are recorded.

Where possible and appropriate, first aid staff will supervise the self-administration of drugs, such as asthma puffers or inhalers.

The supervising teacher will administer the medication during excursions, school camps, and other activities. The relevant camps and excursion procedures will outline this.

Ongoing/Long Term Medication required to attend School:

From the Medical Practitioner, written advice on the student's medical conditions must be stored on file in SEQTA and CIVICA.

If an ongoing medical condition requiring medication is identified or when long-term medication is required to enable a student to attend school, a Medication Plan and any specific Care Plan (see front office for forms) are sent home to be completed by the student's medical practitioner and returned by parents/caregivers. Medication must be prescribed by a medical practitioner (Doctor) and provided in the original container bearing the child's name and within the product's expiry date.

Medication provided from home is stored in a cupboard or refrigerator, and the school will maintain a register of medication kept at school.

Medication administered is recorded with time and date and signed by the Senior First Aid Officer.

Parents, carers, and guardians are responsible for ensuring that adequate medication supplies are available at school. The Senior First Aid Officers will endeavour to contact parents when the medication supply is running low, but thorough checks are only conducted annually.

Children refusing to take medication are to remain in the office, their parents, carers or guardians are to be contacted, and they are NOT to return to class until the medication is taken.

Short term medication

Panadol and other short-term medications are not given to students unless prescribed by a medical practitioner and provided by parents, carers or guardians.

The dose will be administered according to the prescription, recorded with the time and date, and signed by the Senior First Aid Officer.

Parent/Carer/Guardian Responsibilities

For each new prescription, the Medication must be prescribed by a medical practitioner and referred to the student in question. It must also be in its original container.

Students who were sick the previous night or in the morning should be kept home and cared for to prevent the spread of illness.

Parents, carers and guardians are responsible for supplying the School with an updated copy of a Medical Management Plan/Health Care Plan from the student's medical practitioner at the commencement of every school year. If the plan is updated during the school year, parents, carers and guardians are responsible for providing a copy to administration staff.

Parents, carers and guardians are responsible for noting the use-by dates of any medication provided to the School and updating the medication when required.

Asthma Medication

Parents, carers, and guardians of asthmatic children must provide the school with an Asthma Care Plan when the child requires regular interventions (e.g., Ventolin before sports) or a personalised First Aid response.

Teachers and support staff should be informed if a student is routinely using medication and/or taking other steps concerning their Asthma care (e.g., avoiding outdoor activity in the colder months). Teachers should also be made aware whenever a student uses Asthma medication to manage an Asthma event.

In the event of a serious Asthma attack, the Senior First Aid Officer will be called to assist the student. Students who are not currently on an Asthma Care Plan with a health professional and do not require regular interventions by staff do not need an Asthma Care Plan or medication at school. If a child has a history of Asthma but no care plan and no medication is currently required, staff duty of care is covered by Asthma emergency training and the availability of Asthma Emergency Kits. If a child has no history of Asthma, an ambulance should be called in the event of a suspected Asthma attack.

Children and Asthma Self-Management

If a student can self-manage their Asthma, it needs to be confirmed by the parents, carers, guardians, and doctor on the Asthma Care Plan.

Self-management means they can:

- recognise when they need their puffer
- use their puffer appropriately

- recognise when they need assistance
- report to the teacher so that they know the child has self-medicated

This is different from self-medicating routinely; for example, an older student who knows they need two puffs of their reliever medication before physical activity and self-manages this. They also need to be seen as responsible enough to keep their medication safe and not share it.

A student self-managing their Asthma does not absolve the school from responsibility. Suppose a student routinely uses medication and/or takes other steps concerning their Asthma care (e.g., avoiding outdoor activity in the colder months). In that case, the staff should know about this. Staff should also know that whenever a student uses asthma medication to manage an asthma event, this constitutes first aid and should be recorded in the first aid log.

Storage of Asthma Puffers and Spacers

Asthma medication should be clearly labelled by the pharmacist and be stored with a copy of the child's Asthma Care Plan.

If a child is able to self-manage their Asthma (confirmed by a parent and doctor on the Asthma Care Plan), then their medication can be stored in their bags or carried in their pockets (as long as the medication is accessible and kept reasonably cool).

If a child needs support managing their Asthma, the puffer should be stored in a locked cabinet or drawer in the child's classroom so it is easily accessible in case of an emergency. If you are using a puffer to take your Asthma medication, you should always use a spacer as well, regardless of whether you are taking your daily preventer or using your blue reliever during an emergency. Refer to the recommendations from the Asthma Foundation for spacer use.

<https://www.nationalasthma.org.au/living-with-asthma/resources/patients-carers/factsheets/spacer-use-and-care>

Head Lice Management

When a child is suspected of having nits (eggs) / head lice:

- The child will be requested to go to the Front Office
- An administration staff member will check their hair
- If nothing is found – the child will be able to return to class
- If nits/lice found:
 1. The parent/carer will be contacted and requested to collect their child from school.
 2. The parent/carer will appropriately treat the child's hair, including combing out of all nits (eggs), before the child returns back to school.

When head lice is reported in one case, a Head lice Alert Notice asking all parents, carers and guardians to check/treat the child's hair will go home to that class via SeeSaw. In the case of multiple instances and reports of head lice, the school community will be advised via email, newsletter, or text message and asked to check their child's hair for infestation. When infestation occurs, a child MUST be treated before returning to school.

Suggested Resources

<https://www.sa.gov.au/topics/education-and-learning/health-and-wellbeing/first-aid-and-medical-emergency>

<https://www.nationalasthma.org.au/living-with-asthma/resources/patients-carers/factsheets/spacer-use-and-care>

Revision Record

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We acknowledge the Ngarrindjeri people as the custodians of the Ngarrindjeri land, and that their cultural and heritage beliefs are still as important to the living Ngarrindjeri