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EDICATION POLICY

St. Agnes' Primary School

Rationale:

At St. Agnes' we recognise the needs of all students, including those who may require medication. Arising from the duty of care that schools owe to their students, there will be occasions when the administration of medication is necessary to support students during the course of a normal school day. While children may require medication for reasons of health, sometimes medication will be necessary to assist learning or to modify behaviour.

Most members hold a current First Aid Certificate.

Implementation:

In developing a responsible Medication plan the following strategies will be put in place:

- **for prescription medication** a written note from the doctor (or the prescription as printed by the pharmacy) indicating the following information will be required for administration
 - a) the name of the medication
 - b) the name of the child
 - c) the dosage
 - d) the time(s) of administration

Note: This information is often printed by the pharmacy and attached to the medication. The school will require the medication in the original bottle/packet.

- For regular prescription medication, a blister pack supplied by the chemist with the correct dose is the preferred option.
- **for non-prescription medication** - the parent is to come to the school to administer non-prescription medication.
- parents will be asked to complete medication information, on the application enrolment form, about their child's health. This information will be input into School Administration System (SAS 2000) and kept in the student's record card.
- only designated office staff will supervise the dispensing of medication.
- a Health Care Plan will be developed for children with serious illness and a laminated sheet including the child's photo and management plan will be displayed in the administration area for staff reference with the parents'


permission.

- the Office Staff will use a Medication Register to record the necessary information.
- all medication is kept in the First Aid Room, clearly labelled with all relevant information for the child for whom it has been provided
- parents are asked to present medication to the office
- medication should not be held by children in desks, bags, lunch boxes or pockets.
- Please refer to the school's First Aid policy for specific information on the management of Asthma and Anaphylaxis procedures.
- Medication will only be dispensed to children for whom there is an indemnity form on file signed by parent or guardian, as well as an accompanying permission note with full instructions eg: dosage and time medication is to be administered.

Deed of Indemnity – Kept on File

Permission note to accompany medication
(Or hand written consent)

ST. AGNES' PRIMARY SCHOOL



**DEED OF INDEMNITY
NOTIFICATION AND REQUEST BY PARENT/ GUARDIAN FOR THE
ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

TO BE COMPLETED BY PARENT GUARDIAN:

I request that my child (Name of student) be able to receive medication at St. Agnes' Primary School to comply with my written request, when necessary.

I understand that any medication given to my child will be recorded in a medical register which is held in a locked drawer in the administration office.

I understand that it is a requirement for this form to be lodged with St. Agnes' Primary School office before any kind of medication or general first aid can be administered to my child.

I understand and agree to indemnify St. Agnes' Primary and its employees from and against all actions, suits, claims, demands, complaints and causes of actions and the costs thereof in respect of or arising from such administration of medication.

(tick box)
 I give permission for general first aid to be administered as required (e.g. application of antiseptic cream, band-aids, ice packs etc.)
Parent Signature:


I give permission for **Panadol** to be administered as required. In the case of **Panadol** being given to my child – I understand that a written slip will be sent home indicating their symptoms and the time given.
Parent Signature:

Signed: Date:

Parent/Guardian

BORONIA STREET (PO BOX 5221) PORT MACQUARIE NSW 2444
Telephone (02) 6583 7433 Facsimile (02) 6583 5884_email: support@stmacatholic.edu.au

ST. AGNES' PRIMARY SCHOOL



**NOTIFICATION AND REQUEST BY PARENT/GUARDIAN FOR THE
ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

TO BE COMPLETED BY PARENT OR GUARDIAN:

I request that my child,.....
(Full name of Student)

in class be allowed to take medication at St. Agnes Primary School according to the following instructions:

Time medication is to be administered:

Name of Medication:

Dosage:

Name of prescribing doctor (if applicable)

I accept and agree to observe the conditions imposed by the school and understand and agree that it is my responsibility to inform the Principal of any changes involving the administration of the medicine. I agree to indemnify St. Agnes' School on the terms of the Deed of Indemnity previously signed by me and held by the St. Agnes' School in the Medication Register held in the school office.

Signed: Date:

(Parent/Guardian)

PLEASE NOTE: This request is to be only completed and forwarded to the school office when medicine is required to be administered.
Further forms are available from the school office.

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