

# **POLICY: DISPENSING PRESCRIBED MEDICATION**

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## **1. Rationale**

St Michael's Primary recognises that some students require medication and/or management of health conditions at school.

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.

The provision of health care either by the administration of medication or the carrying out of health procedures is an area that requires the cooperation of students, parents, school authorities and school staff.

## **2. Aims**

- 2.1 For all parents, staff and children to be aware of the extent of the schools' responsibility regarding the supervision of children who take prescribed medication.
- 2.2 For parents/guardians to be aware of their obligations to complete all documentation for the dispensing of medication and to have this documentation signed by a parent and the prescribing doctor. This documentation is to be given to the school.
- 2.3 For parents/guardians to be aware that while nominated school personnel supervise the administration of prescribed medication they are indemnified against legal action.
- 2.4 For staff to follow the "Guidelines for Administering Medication in Schools" produced by the Catholic Education Office when dispensing medication to students.
- 2.5 For students to be administered medication, when required, authorised by the parents and the prescribing doctor in accordance with the signed documentation provided to the school.

## **3. Implementation**

- 3.1 Staff to be made aware of the school policy regarding the administering of prescribed medication.
- 3.2 Parents/guardians and medical practitioners to complete and sign all the documentation relating to prescribed medication/drugs.
- 3.3 All documentation must be completed before any medication will be administered. A letter from parents is not sufficient. Staff must not dispense medication without the appropriate documentation being completed and signed by a parent and the prescribing doctor.
- 3.4 Parents/guardians must show to staff and supply prescribed medication in the original container, clearly marked with the student's name, the name of the drug, dosage, frequency of administration and prescribing doctor's name. The medication can then be placed in a container which designates the days of the week (one week's dose each week).
- 3.5 The medication container will be returned at the end of the week. If there are still tablets left at the end of the week, the container will stay in the school office and be returned when all the tablets have been taken.
- 3.6 Parents/guardians to supply appropriate equipment for administration, eg medication measures.
- 3.7 Parents/guardians to notify the school when the course of drugs is altered and fill in and sign the appropriate Notification of Change to Medication form.
- 3.8 Children will be supervised by a staff member when taking their medication.
- 3.9 It is the responsibility of the child to attend the office at the designated time. If a child does not attend the office at the designated time, the class teacher or office staff member may need to remind the child to attend the office for their medication.

3.10 If a child does not receive their medication on a designated day due to circumstances beyond the school's control, the parents/guardians will be notified as soon as it is known that the child has not received their medication.

#### **4. Evaluation**

4.1 The policy is to be reviewed annually.