

Administration of Prescribed Medicines Policy

To Be Revised	05/2019
This Version	05/2017
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Policy

Helena River Steiner School promotes student health and works in collaboration with parents and staff to manage student health care needs.

Within the context of the schools' resources and the assistance available from specialist services, HRSS endeavours to identify and minimise health risks.

Procedures

Procedures to be taken prior to administration of prescribed medicines at school:

When a child has to take any form of medication at school, a written request, together with a statement of the student's condition and requirements, is to be given by the parent. When regular medication is required, detailed advice is to be obtained, through the parent or from the student's doctor;

The Class Teacher will be informed and given a copy of the Medication form;

In the case of regular medications one week's supply of medication should be brought to school by the parent. This must be clearly labelled by the parent with the child's name and dosage. Tablets and medication must be clearly identified by label;

A list of children on regular medication will be established and updated regularly by the school Administrator. A copy of the list will be displayed in the office and staffroom and teachers including casual staff will be informed.

Procedures for administration of prescribed medicines (oral) at school:

The following procedures apply for both regular and intermittent medication.

If a child has to take any form of medication the teacher must be informed in writing by the parent. Children must not take any form of medication at school without a written note from a parent and without adult supervision;

Where medication is no longer required or a surplus has built up: Parents will be requested to collect it from school, or in the case of the student having transferred, the medication will be disposed of;

It is the responsibility of the parent/guardian to ensure that all medication to be held and administered at school by school staff does not exceed expiry date, as no out of date medication will be administered;

All medication must be given to the Class Teacher upon the child's arrival at school;

All medication must be kept securely by the Class Teacher until its administration;

Children administering their own asthma medication at school must be supervised by an adult.

Staff have a right to indicate that they are not willing to be involved in the administration of medication.

Alternative arrangements must be made with the parents in the case of the absence of the persons willing to administer medication;

Arrangements must be made so that medication for students on regular medication is available at excursions, sports and other venues away from the school.

Special Cases

Allergies

Procedures for dealing with allergies to bee stings etc. must be recorded in an ASCIA Action Plan completed by the child's doctor. A copy will be given to the Class Teacher to display in the classroom and other copies will be displayed in the First Aid room and Staffroom;

A list of children with allergies to bee stings etc. will be established and filed in the office. The required treatment will be indicated next to the child's name. When a new child is added to the list then all teachers will be notified, given a copy of the child's ASCIA Action Plan and an appropriate management plan will be put in place for that child in consultation with the parent;

Copies of this list will be displayed in the office and staffroom;

An EPI pen will be kept in the First Aid room along with ASCIA plan;

If a child goes into anaphylactic shock then an ambulance will be called and instructions given by the WA Ambulance Service will be followed;

The parents will be notified that an anaphylactic event has occurred and told where their child has been taken.

Diabetes

A parent whose child suffers from diabetes will need to discuss their child's condition and management plan with the Office Staff, Administrator and Class Teacher;

Behaviour Modification

A parent whose child has been prescribed behaviour modification medication (eg Ritalin) will need to discuss the administration of the medication with the Education Coordinator and the Class Teacher;

If the medication is to be administered outside school hours (eg. before school) and it is missed then the Class Teacher must be notified as soon as possible by the parent.

Non-Oral Medication

When medication is to be administered, other than orally (eg. needles), an appointment must be made with the Class Teacher to discuss the special requirements of the procedure;
The Class Teacher will discuss the situation with staff to see if anyone is qualified and prepared to be involved in the procedure.