



Infant Jesus School

A LEADing Learning School

Medication Procedure

Aim

The medication procedure ensures that the health and care of all students is delivered safely and appropriately. The care provided is based on the communication and documentation shared by the parents/guardians, school staff and health professionals. Details of approvals to administer medication, supervise the administration of medication and store medication safely to support the health care needs of students is the responsibility of the Principal. As per the enrolment agreement, it is the critical responsibility of the parents/guardians to ensure all medical details and any required medication is current at all times.

Sources of Authority	
CECWA Policy	CECWA Community Policy
Executive Directive	Student Safety, Wellbeing and Behaviour Executive Directive

Scope

Where an agreement has been reached between the Principal, parent/guardians and/or the Medical Practitioner schools may administer or supervise the administration of the medication or provide health care for the student.

Agreements are individual and based on the unique needs of each student. Student records documenting health care needs need to be completed by the parent/guardian using the appropriate action and or management plans available from the school website for Asthma, Anaphylaxis, Epilepsy, Diabetes.

Procedure

Minor Analgesics

Analgesics are non-prescription pain suppressants (eg. Aspirin and Paracetamol) which may have undesirable side effects. Aspirin shall not be administered to students without a medical practitioner's written instruction because of the possibility of the development of Reyes Syndrome (a potentially fatal disease in childhood).

Student complaints, such as headaches, which may result in requests for analgesics may have underlying medical or psychological causes requiring professional assistance. School staff shall not administer analgesics such as paracetamol to students without the written authorisation from the student's parent/guardian.

Administration of Medication

- Parents/guardians must provide written authority for school staff to administer the prescribed medication.
- Parents/guardians are responsible for advising the Principal, in writing, of any specific requirements when administering the medication. This should include details from the medical practitioner regarding the circumstances for use – a school form is available for documentation.
- School staff are only to administer medication in accordance with the medical practitioner's instructions. Medication is administered in the Office.
- Where possible children will self-administer medication under the supervision of appropriate school personnel.

Person Administering

- Appropriate documentation, recorded in SEQTA, will be maintained to ensure that the administration of medication to students is recorded showing the time, date, the medication given and by whom the medication was administered.

Storage of Medication

Prescribed medication will be stored safely on top shelf of classroom cupboard or First Aid Room and access is restricted to authorised personnel. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.

It is the parent's/guardian's responsibility to ensure that all medication is labelled correctly, is not out of date and sufficient quantities are supplied for the student's needs.

Kindergarten/Pre-Primary

Kindy and Pre-Primary teachers will follow the above process. Medication will be stored in their class or top shelf of cupboard in medicine chest and medication will be administered by the teacher in charge. Appropriate documentation, hard copy (ECE staff) and on SEQTA (Admin staff) will be maintained in the Pre-Kindergarten, Kindergarten and Pre-Primary area.

Medic Alert File

- Personal 'Asthma Plans' are filed with student information in the Medic Alert File in alphabetical order.
- Action Plans/Medical information will be stored in the Medic Alert File in all classrooms

Allergies/Asthma

Allergy related medication – when time is a risk factor – will be stored in the classroom (top shelf of cupboard) and in the school Sick Bay.

Anaphylaxis

Individual Student EpiPen's are stored in respective classrooms.

School EpiPen's are stored in the Sick Bay for emergency use. When time is a factor please refer to this area for quick action.

First Aid

All staff not on playground duty are responsible for general first aid.


General Procedure for Administering First Aid

Staff are encouraged to attain a First Aid Certificate. First Aid courses are held at the school to keep staff updated in current first aid practices.

Playground/Classroom

Classroom/duty teacher to refer injured child to non-duty personnel and immediately return to duty responsibilities.

Head Injuries

- Parents will be notified when their child suffers a hit to the head.
 - Hits to the head should be treated according to injury.
 - A hit to the head that causes no visible damage should be treated with an icepack that has been wrapped in a wet paper towel and parents/guardian notified.
 - A hit to the head that results in swelling or broken skin should be referred to the Principal. Parents/guardian will be notified.
 - An icepack should not be put on broken skin or an eye injury.
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- After consulting parents if the child is to remain at school a notice will be given to class teacher to notify him/her of child's injury.

Abrasion/Graze

- Give reassurance.
- First Aid teacher to put on gloves and personally clean the wound.
- All injuries that result in broken skin need to be treated with disinfectant.
- Dirt around the wound needs to be cleaned first so to ensure that more dirt is not taken into affected area.

Fractures, Sprains, Strains, Etc.

Refer to qualified First Aiders and/or Principal.

Serious Injuries/Illness

- Serious injuries or illness or any kind needs to be referred to the Principal/Assistant Principal immediately.
- All serious injuries should be noted in Accident Book and referred to the Principal for signing.

Defibrillator

The defibrillator is stored in the Sick Bay. This Zoll AED Plus Fully Automatic Defibrillator (AED) is a simple to use device. All staff should be familiar with the device, its location and how to operate in case of an emergency. There is a training video supplied in the safety cupboard that staff can view to upskill themselves in this area.

Excursions

- When leaving the school, the Class Teacher needs to ensure appropriate action is taken in relation to children's medication needs as per the risk management procedures.
- Teachers need a mobile phone every time they leave school grounds.
- All excursions need a First Aid Box.

Authorised by	Clare Moffat	Signature:	<i>cmoffat</i>
	Infant Jesus School Principal	Date:	8 December 2021
Effective Date:	January 2022	Next Review:	January 2023