MEDICATION

RATIONALE
Mother Teresa Catholic School carries professional indemnity insurance for all employees.

In the administration of medication, parents/guardians are encouraged to administer it to students on a schedule that allows for administration at home, out of school hours. As this is not possible in all instances, the school may be able to assist in the administration of medication to a student but the school’s procedures must be followed and completed prior to this being agreed to by Administration.

When appropriate, the school believes children should be trained and supported to self medicate, especially when medication is required for an ongoing condition.

DEFINITIONS
Medication – Tablets/pills, syrup, ‘drops’, or other prescribed by a qualified medical practitioner to treat an illness or condition.

Ongoing – illness or condition which will need continual medication on a regular or ‘as needed’ basis eg ADD/ADHD, diabetes, asthma, pain relief.

PRINCIPLES
1. The school has no responsibility to administer medication to students. Teaching staff are not trained to administer any form of medication.

The school will administer medication to students only if:

   • It is absolutely necessary.

   • If the child is unable to self administer. (Staff will supervise on request.)

   • Parents (or another adult) are unable to come to school to administer it to their child themselves.

2. When requested, the school may assist in the administration of medication for a student, on the signed understanding by parents that all care but no responsibility is taken by the school for missed or incorrect dosage.

3. Parents, when necessary, will provide the school with up-to-date health needs of their children and when relevant provide an Emergency Care Plan for individual students. It will include current home, work and mobile telephone numbers.

4. The school will be aware of students with special health needs and be aware of their Emergency Care Plan.

5. Parents will follow the school procedures when requesting Administration to authorise the school to administer medication to their child.

PROCEDURES
Responsibilities of Principal

1. To ensure the school community is aware of the School’s Medication Policy.

2. To ensure the policy is implemented correctly.

3. To regularly remind parents of the need for updating changed information, including phone numbers, in the family’s records held at the office (this is always passed on to the class teacher).
4. To ensure the provision of necessary medical inservicing to upskill staff members in the use of various medications and awareness of medical conditions such as asthmas and anaphylaxis.

5. To ensure all teachers, including specialist teachers, are aware of students with medical conditions.

5. To ensure medication is kept in a safe place.

6. To ensure records are kept of all medication administered to students by school staff.

**Responsibilities of School/Teachers**

1. To ensure all parents receive information and forms pertaining to Medication that are distributed to families through the class.

2. To ensure an *Emergency Care Plan* form goes home to all students with a condition that may need emergency treatment at school eg asthma, diabetes, a life threatening allergy.

3. To ensure on return of the completed form – *Emergency Care Plan* – that
   a. the original copy is sent to the office to be placed in the student’s file;
   b. a copy is available to all specialist teachers; and
   c. a copy is placed in the *Medical Alert File*.

4. Teachers are not expected to administer prescribed medication or treatments which require training, such as administering injections, unless an agreement has been reached between the Principal, parents, doctor and associated school staff.

5. Teachers may be asked to supervise ‘self administration’ by students after discussion and agreement between the parent and the Principal.

**Responsibilities for the Parents**

1. To organise a medical schedule out of school hours when possible.

2. When appropriate, to train and support students to accepts responsibility to self medicate.

3. To provide and maintain up-to-date information to the school, including parent and emergency contact phone numbers.

4. When requesting the school to administer medication to their child, to follow all procedures outlined and complete the necessary form – *Request – School Administration of Medication*

5. To ensure the prescribing doctor provides the necessary written information to the school for the administration of ongoing medication to a student.

6. To assist the child to come to the office at the required time.

7. To set the child’s medication schedule so doses at school comes due at a time the child has a help to remember, eg beginning of lunch, as soon as students dismissed to play.

8. To supply the school with the necessary medication on a regular basis.