DISPENSING OF MEDICATION POLICY

RATIONALE:
The St Bede's policy and procedures in relation to the administration of all medication has been developed from the CEO guidelines:

"The Archdiocese and schools do not accept lightly the obligation to dispense medicines to pupils. The System however has an obligation to facilitate reasonably the attendance of students who have illnesses which do not jeopardise the duty of care owed by the school to the student, other students, staff or other people who access the school." (CEO Policy and Administration Procedures Manual Section 5:29)

Parents are responsible for communicating the medical history and needs of their children to the school. The provision of medicine and appropriate equipment is the responsibility of parents in accordance with school guidelines. Teachers are responsible for accessing medical information that has been supplied to the school about the students in their care.

GOALS:
At St Bede’s we aim to:
• ensure that the medical needs of all students are met,
• ensure the safety of all students through the safe storage of medications,
• teach students to be safe and responsible when meeting their medical needs.

IMPLEMENTATION:
ADMINISTRATION OF PRESCRIBED MEDICATION
• Medication should be administered, in the first instance, by the School Secretary,
• No medication should be given to a student without the written permission of a parent/guardian,
• All medication must be supplied by parents in the original container, clearly marked with the:
  * student’s name,
  * name of drug,
  * dosage and frequency to be given,
  * the prescribing doctor’s name,
• Appropriate equipment for administration (e.g. medication measures) should be supplied by parents,
• Medicines kept on the school premises must be locked in the first aid cupboard or in the staffroom refrigerator,
• The Principal is to be informed of students who require medication on an ongoing basis,
• A consent form is to be signed by the parent/guardian for medication that is dispensed on a regular basis. The form is to detail: dosage, time of ingestion, contact person and doctor in an emergency (Appendix 1). These forms are kept on file in the first aid room.

Updated June 2012
DISPENSING OF MEDICATION POLICY
• A record of all medication given must be maintained. Medicines administered are to be recorded on forms kept in the first aid room (Appendix 2),
• Staff involved in administering prescribed drugs need to be informed by the student's doctor (via the parents) of what to do if a dose is missed,
• Staff who do not wish to be involved in the administration of drugs must discuss the matter with the Principal so that alternative arrangements can be made,
• Medication should be administered in the presence of another adult when appropriate,
• Supervision should be arranged where a student self-administers medication.

ADMINISTRATION OF NON-PRESCRIBED MEDICATION
• No medication should be given to a student without the permission of a parent/guardian,
• All medication kept on the school premises should be locked in the first aid cupboard and clearly labelled with all relevant information for the student for whom it has been provided,
• Aspirin or a medication containing aspirin may be harmful to the recipient and should only be administered when written authorisation by the student's doctor (via the parent) states that aspirin has been prescribed for a specific condition.

ASTHMA
• All school staff should be aware of the information available from the Asthma Foundation on the management of asthma in schools,
• Children with asthma are encouraged and allowed to have their medication with them,
• A bronchodilator puffer should be carried in the first aid kit in the event of an asthma attack where students do not have their puffer with them (e.g., Ventolin, Bricanyl and Respolin are safe and are the first choice in treating an asthma attack),
• The parent/guardian of all students with asthma needs to fill out an Action Plan (Appendix 3),
• The Action Plans for students with asthma and other medical conditions are kept on file in the first aid room.

DIABETES
• All school staff should be aware of the information and guidelines in the CEO’s Policy on Support For Students With Diabetes which can be found in the CEO Policy and Administration Procedures Manual,
• The parent/guardian of all students with diabetes needs to fill out an Action Plan (Appendix 3),
• The Action Plans for students with diabetes and other medical conditions are kept on file in the first aid room,
• Supervising staff should know of the student’s diabetes and their routine and emergency support plans,
• Staff recognise that if the student’s behaviour is unusual this may be due to a low
DISPENSING OF MEDICATION POLICY

- Staff ensure that students who have diabetes are able to eat meals and snacks on time.
- Students who have diabetes are allowed to eat at additional times as required eg before exercise or an exam.
- Students are allowed access to the toilet when requested outside normal times.
- Staff ensure supervision if the student is unwell. Students with diabetes are never to be sent to the sick bay alone or left unattended when feeling unwell.
- The parent/guardian will be contacted if the student is vomiting. If this is not possible, the student will be transferred to hospital by ambulance.
- Privacy is ensured if the student needs to test blood glucose levels or inject insulin at school.
- A written log of episodes of hypoglycaemia will be kept and the action taken by staff recorded as requested.

FURTHER INFORMATION:
For further information please refer to http://www.ceocg.catholic.edu.au/parents/Pages/GeneralPolicies.aspx on the CEO intranet.