

LANCELIN PRIMARY SCHOOL

PROCEDURES ADMINISTRATION OF MEDICATION

2020 - 2022



During enrolment process information regarding the student's health will be shared between the parent/student/school officer/principal/associate principal.
Parent to complete **Form 1 Student Health care summary – revised**.

If the parent requests help from the school in administering regarding the administering of medication on the school premises:

1. The parents will be asked: the nature of assistance required, bearing in mind that medication out of school or students self-medicating are the preferred modes (unless a medical practitioner indicates otherwise)
2. Advice about the related condition because in some cases a health care authorisation and an emergency authorisation will also be needed (eg asthma, allergic reaction to bee sting)
3. Information from the prescribed doctor, including the form of medication taken, when to administer and how often, any symptoms associated with misuse, over-use and under-use.
4. The parents/student/principal/doctor will fill in all medical forms as required.
5. A copy of these forms will be given to the teacher upon enrolment. A copy will be kept on prescribed format in staff room, block unit and classroom notice board.
6. Prescribed medication will be handed in to administration or given to classroom teacher in the morning, kept in the staff room fridge.
7. Upon administering medication in the office the record sheet must be completed, usually kept with the medication in a zip lock bag.

NOTE:

- Medication can only be administered by a member of the staff
- Any changes to prescribed medication doses must be received in writing from the doctor.
- Verbal information from the parent via telephone conversation can be allowed to seek clarity to dosage

- The choice of a prescribed medication is recognised as beyond staff responsibility and is not a subject on which comment is provided.
- Individual members of staff may decline to administer prescribed medication or undertake a health care procedure until the required training has been provided.
- All relevant medical information must be available to those staff whom would have a student under their care. The potential hazards involving the use and misuse of any drug or medication can be severe. Staff to be informed if a student's performance or behaviour is likely to be affected by a medication.
- Schools should alert parents if there are frequent requests for analgesics from the students as there could be underlying medical or psychological causes requiring professional investigation.
- Analgesics are non-prescribed pain suppressants (e.g. aspirin and paracetamol) and can have undesirable side effects. Aspirin must never be administered to students without verbal permission from the parent/caregiver.
- If it is agreed that an amount of medication will be stored by the school, the agreed amount will be stored in the administration building
- Medical records are deemed to be confidential and their collection, storage and security are the responsibility of the principal (*Information Privacy and Security policy and Guidelines, 2000*)
- All requests for school related information about a student's health must be submitted via the parent to the Principal who will determine the appropriate level of detail to report and will advise teachers accordingly. Information released by the school is then passed to the parent for completion by a medical practitioner.
- Direct communication with the student's doctor can only occur with the permission of the parent
- Emergency response plans need to be reviewed and updated every year.