



Administration of Prescribed Medicines Policy 2017

School staff administering or supervising student self administration of medication as requested by the Principal, and in accordance with the Department of Education policy on prescribed medications, are acting in the course of their employment and are not personally liable.

School administration officers will carry out the administration of prescribed medication in accordance with the relevant departmental and school policy.

This will require that written instructions for the administration of medication be provided by the parent/caregiver. Prescribed medication will be stored in sick bay/ locked cupboard or fridge as required and a written record of administrations will be maintained.

Students who bring medication to school to be administered by an adult and for self-administration:

- Students must bring their medication (except asthma ventolin medication) to the office for registration and storage in the sick bay fridge/locked cupboard. Full details of medication to be administered/supervised are recorded on student wellbeing/ERN, signed and dated by the school admin officers, (*then witnessed by another member of staff and the student taking the medication.)
- Parents are requested to supply medication on a daily basis and in an appropriate container clearly labelled with the student's name, details of medication and dosage. If daily doses are not practicable weekly containers with dosage clearly labelled are acceptable.

Students will not be given 'double doses' if their schedule has been interrupted.

- It is the responsibility of the student taking the medication to proceed to the office for its administration.
- Parents are asked to schedule antibiotic and short term medication so that such medications are given to students before school and on arrival home from school wherever possible.
- The school will not provide paracetamol to any student unless it is part of their medication or parental written permission is supplied.

Where students require regular medication, the Principal will ensure consultation is carried out with the appropriate teaching and ancillary staff on the implications of the student's enrolment/continued enrolment giving attention to:

- the exact nature of the student's medical condition and requirements;
- a plan for meeting these requirements;
- the resources, facilities and support services which are available and may be required to meet;
- the student's needs, particularly in an emergency.

Students who carry medication without the required documentation in place will be referred to the Principal who will contact parents for clarification and documentation.

Students who require asthma medication, other than vaporiser masks, may carry their medication for self-administration. Such students must have a letter from their parent/caregiver for permission to self-administer. This permission should be updated each year. Students must not share their medication.

Student Medical details will be kept near the First Aid Kit in the sick bay. Detailed procedural information and related forms for parents can be found in the file marked "Medical" in the Office.

At the beginning of each year, parents will be requested to complete the Student Information Form outlining the student's medical history and requirements. This form will be returned to the school admin officers for inclusion on student records. Fuller details will then be requested from parents by the School Administration Manager, as appropriate.

Asthma Medication

Parents are required to notify the school if their child requires asthma medication. Inhalers will be kept by the children, in their bags, and will be self-administered.

A bronchodilator inhaler and spacer will be kept in the First Aid Kit for use in the event of an attack where the student does not have their inhaler with them. It is preferable in this case that the inhaler is used with the spacer device. Students should be encouraged to provide their own spacer devices. If the first aid spacer is used, it should be washed and then air-dried.

Asthma management plans for specific students can be found on the Student Medical Sheets in the Office.

Register of Medical Conditions

- * Classroom teachers will be advised of any medical conditions which may affect the student's success and well being at school.
- * Parents are requested to advise the school in writing as soon as possible of any change in their child's medical condition.

Greenwich Public School

Greenwich Road Campus - 72a Greenwich Road Greenwich NSW 2065 T 9436 3731 F 9906 4120 E greenwich2-p.school@det.nsw.edu.au

Kingslangley Road Campus - 32 Kingslangley Road Greenwich NSW 2065 T 9436 3217 F 9906 6437 E greenwich-p.school@det.nsw.edu.au

W www.greenwich-p.schools@det.nsw.edu.au

* Medication information is kept on the Student Medical file as well as on the Student Wellbeing software. This information is to be treated as confidential.

Clinic or Sickbay

A monitored clinic is situated in each administration office for use by students who:

- * have sustained an injury at school;
- * have been referred by the class teacher or teacher on duty.

Students report to the school office where the relevant details are collected and recorded. If necessary, parents will be contacted. Students will remain in the sick bay while waiting to be collected by parents or a designated contact person. Students will not be permitted to go home unless a parent or contact person is available to collect them. Office staff should notify the class teacher of the student's presence in the sick bay as soon as possible, and of the action that has been taken.

If a student's condition is considered serious, their Doctor or an ambulance will be contacted. If advised to do so, the student will be taken to their Doctor or to hospital. Every attempt will be made to contact parents, or the students' designated contact person.

First Aid Kits

First kits will be kept in both school clinics and in classrooms. The School Administration Manager is responsible for ensuring that each kit is kept fully equipped and audited annually.

Small portable first aid kits are to be taken on all excursions and sporting activities. The first aid kit should include asthma medication including inhaler and spacer.

Monitoring and Evaluation

The Principal, in conjunction with appropriate staff, will be responsible for monitoring and evaluating the effectiveness of the policy on a regular basis, and in-servicing of staff (particularly new staff) each year.

The School Administration Manager will be responsible for providing staff with a list of students who require medication or who may need emergency care resulting from medication issues, asthma attacks or bee stings. This information will be recorded on a list to be filed in the medical file in the office. Teachers will keep a copy of student medical information in their class roll.

This list will be updated regularly. The School Administration Manager will also provide a Medical Information Sheet to all staff and for display in each staffroom, identifying students who may experience a medical emergency as a result of their condition eg: bee sting, food allergy, epilepsy.