

PRESCRIBED MEDICATION POLICY

While staff at St Joseph's College will do as much as they can to ease a child's suffering/pain, our facilities for caring for the sick are minimal. All parents and staff must abide by the following guidelines and procedures to ensure the safety and health of children, as well as security of prescribed medications. Office staff at St Joseph's College will ensure that prescribed medication is administered in a manner that protects and assists both staff and children. The following procedures are in place for the information of staff and families.

PROCEDURE

At all times, the administration of prescribed medication will be carried on in accordance with parent/carer instructions by a qualified member of the College Office Staff.

SCHOOL RESPONSIBILITIES/PROCEDURES:

- Parental written consent and requests will be obtained on all occasions.
- A separate consent for every medication will be obtained.
- Place of administration will be the Sick Bay.
- Medication must be available whenever required whether on the school grounds or excursions, sports days or camps.
- Administration of medication must be strictly adhered to, as per instructions on packaging and parent instructions.
- The designated staff member who is administering the medication must always check dosage, name and expiry date on medication packaging.
- Documentation of administration must occur in the student's diary at the time of administration.
- Non-prescribed medications (such as Panadol, etc) will not administered by the school except in exceptional circumstances and only then with permission from parents.

PARENT RESPONSIBILITIES:

- Parents need to supply appropriated equipment for administration as medication measures.
- Medications must be supplied in their original container, clearly marked with student's name, drug name, dosage, frequency of administration and prescribing doctor's name.

ADMINISTRATION OF MEDICATION TO STUDENTS MUST FOLLOW THE FOLLOWING GUIDELINES:

- When medication is prescribed by a medical practitioner and required to be administered to students at school or on school related activities, the school must have written permission and guidelines for administration from a parent/carer. This information needs to be addressed to the Principal or delegate.
- The Principal appoints the relevant staff member (usually a member of the Office staff) to administer the medication.
- When a medical practitioner prescribes medication, the pharmacist at the medical practitioner's direction should write dosage instructions on the container. Instructions should include dosage and specific times for administration.
- Medication MUST be administered from the original pharmaceutical container.
- Medications will not be administered to students without formal written permission and information from parents/carers.

RELATED LEGISLATION

Children and Young Persons (Care and Protection) Act 1998
Privacy and Personal Information Protection Act 1998 (NSW)
Occupational Health and Safety Act 2000 (NSW)