



St Munchin's Catholic School

Medication Procedures

In terms of the administration of medication, it is recognised that:

- some students require long term medication for control of chronic medical conditions;
- some students need short term medication for management of acute illness or infection;
- the quantities of medications in the school need to be minimised;
- some students require occasional analgesia, decongestants or antihistamine;
- treatment of conditions may require frequent care with refrigerated, prescribed medications;
- students may require medication during excursions or camping trips;
- medications must be stored safely;
- when medication is given, written records of this administration of medication must be kept.

The situations above are treated as follows.

LONG TERM MEDICATIONS

The administration of medication to control chronic medical conditions depends predominantly on the student's ability to self-medicate. Students with chronic illness need to learn the importance of regular medication and how to be in control of their own treatment. Self-medication, where possible in school, allows independence and helps to teach chronically ill students the disease management skills upon which their lives depend. A student will self-medicate at school if the student's parents/guardians and physician believe the student to be capable. One day's supply of medication is to be carried by the student for that student's personal use only. A reserve supply should be kept in the school Front Office, labelled with student's name, medication name, dose and expiry date, in case the student forgets to bring a daily dose. A student will be denied self-medication privileges if the student shows non-compliance with medication administration or exhibits an inability to correctly follow the quantity guidelines of this policy. If self-administration has been denied, the student must report to the front office where a staff member will administer the required medication from a labelled supply provided by the student's parents/guardians.

If a student is considered incapable of self-administration of medication, a supply of the labelled drug, along with written instructions from the prescribing physician, should be delivered by the parent/guardian to the front office. Staff, will administer the drug at the prescribed times and dosages.

SHORT TERM MEDICATIONS

Short term medications can be self-administered if the student is considered by his/her parents/guardians to be capable. Many of these medications, e.g. antibiotics, must be taken, either; on an empty stomach (half an hour before meals) to aid absorption, or with food to protect the gastric mucosa. Students must be aware of dosage instructions and comply even if it means having to leave class to take the medication at a specified time.

MEDICATION QUANTITIES

Medications brought to school are for personal use only. A spare supply of medication may be kept in the Front Office if required.

OCCASIONAL ILLNESS

Should a student become unwell during the day and the staff on duty believes the administration of an analgesic, decongestant or antihistamine will relieve symptoms and allow the student to feel well enough to remain at school, then a commonly used "over the counter non-prescription" preparation may be given to the student, provided that the parent/guardian has previously given written consent to allow administration of medication. If there has been no written consent provided, the staff member on duty will try to phone parents/guardians to gain verbal consent or to make arrangements for the student to be collected from school. If consent from parent/guardian cannot be obtained, oral medication will not be administered.

Creams and lotions may be used without parental consent to treat minor injury, rashes and insect stings.

EXCURSION/CAMPING MEDICATION

If a student is deemed capable of self-medication, they will be responsible for their own medication administration during excursions or camping situations. Supervisory staff will hold the medications and after checking the medication label with the student, allow the student to dispense him/herself a supply. The quantity of medication dispensed will be at the supervisor's discretion. Parents/guardians are responsible for: a) written notification of treatment regimen; b) providing all medications the student may need while at camp; c) ensuring all medications are clearly labelled with all the previously mentioned information, including expiry date; d) informing the school's staff of changes in medical condition or medication.

A basic first aid kit will be provided for each camp/excursion to deal with minor accidents and illness. Camp supervisory staff may need to dispense some of the following "over the counter non-prescription" medicines: a) Paracetamol to relieve pain or fever; b) anti-inflammatories to treat menstrual pain; c) decongestants to relieve symptoms of colds; d) antihistamine to relieve allergic reaction to insect stings or pollen (hay fever); e) Ventolin to treat asthma. A written record of all medicines administered by staff to students must be kept and forwarded to the Front Office at the completion of each camp. In the case of life

threatening illness or allergy, parents/guardians, student, staff and the student's doctor will need to discuss the risks the student faces if they attend camp. The school may decide that a student should not attend camp if her health is at risk or if the school is unable to provide a person with sufficient training to look after him/her. If an "at risk" student attends camp, parents/guardians must: a) ensure that staff are instructed in the emergency care of the student; b) provide all emergency medication and/or equipment; c) provide instruction to staff if administration of medication by injection is required; d) inform staff of the signs and symptoms of known conditions or allergic reactions.

STORAGE OF MEDICATION

All medicines kept in the Front Office at St Munchin's will be stored in a locked cabinet.

First Aid kits containing medications required for camps or excursions will be stored as safely as possible and remain the responsibility of an authorised adult.

WRITTEN RECORDS

Medication records are deemed to be of a confidential nature. After the legally required passage of time the records may be returned to the student, if required, or be disposed of in a method that will not betray confidentiality. Student medical information required for camp will be treated and stored in a manner that will not betray student confidentiality.