



# St Francis Xavier Primary Woolgoolga

## ADMINISTERING MEDICATIONS STANDARD OPERATING PROCEDURE

<b>SOP Number:</b>	AMSOP01:05
<b>Status:</b>	Ratified
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<b>SOP Contact Officer:</b>	WHS Officer - School Resources Services
<b>Related Documentation:</b>	Catholic Education in the Diocese of Lismore Foundational Values for Catholic Identity and Mission First Aid Standard Operating Procedure Parent and Caregiver Complaints Policy and Standard Operating Procedure Privacy Policy and Standard Operating Procedure

## RATIONALE

The Catholic Schools Office Lismore (CSO) acknowledges that the dignity, safety and wellbeing of students are central to the values underpinning the schools of the Diocese. Diocesan schools are responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety, privacy and welfare of students enrolled at the school. Arising from the duty of care that schools owe to their students, there will be occasions when the administration of medication is necessary to support students during the course of the school day and during extra-curricular school activities. The purpose of this Standard Operating Procedure is to establish a framework and provide directions for the administration of medication to students enrolled in the school.

To meet its obligations this school is committed to:

- I. Providing practical support for the parents/caregivers of students who require medication during school activities;
- II. Maximising the participation in school activities of students who require medication or special procedures for managing a health condition; and
- III. Optimising the health, safety and wellbeing of students.

## SCOPE

This Standard Operating Procedure applies to all staff in Catholic schools under the administration of the Catholic Schools Office, Diocese of Lismore.

### 1. DEFINITIONS

**Medication** means a drug prescribed by or used on the advice of a medical practitioner and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life. Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), or other conditions diagnosed by a medical practitioner.

### 2. RESPONSIBILITIES OF PARENTS/CARERS

Parents/Carers are responsible for:

- I. Asking the school to administer medication only when there are no other alternatives. That is, parents/carers should make every effort to administer medication to students in the home;
- II. Ensuring medical documentation reflecting dosage is provided to the school;
- III. Obtaining the relevant medication forms from the school and arranging for their completion and return;
- IV. Providing the medication in the original labelled container to the nominated staff member;
- V. Ensuring the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken; and

- VI. Providing a request by parents/carers and written instructions from a medical practitioner for medication that is not obtained on prescription, or medication that is to be self-administered by the student, indicating:
- Name of student;
  - Condition for which the medication is required; and
  - Guidelines for administration.

### 3. RESPONSIBILITIES OF THE SCHOOL

The school is responsible for:

- I. Informing the school community of procedures for the administration of medication and the management of health conditions;
  - II. Filing a copy of the original medical documentation reflecting dosage;
  - III. Providing parents/carers with relevant medication forms for completion;
  - IV. Providing information to, and training for staff on the administration of medication for the health conditions about which parents/carers have notified the school;
  - V. Developing a management plan (in consultation with parents/carers) for students who require long term medication or management of a health condition at school;
  - VI. Developing a safe system for the storage and administration of medication;
  - VII. Keeping and storing records of all medication administered;
  - VIII. Developing procedures to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy;
  - IX. Following protocols that incorporate safety and security considerations for students approved to self-administer medication and/or self manage a health condition; and
  - X. Reminding students (where necessary) about taking medication
4. **Non- Prescription / Alternative / Homeopathic Medication or Supplements.**

Schools should not administer any non- prescription, alternative/ homeopathic drugs or supplements without the written advice from a medical practitioner detailing the dosage details, with 'as required' not being acceptable.

### VERSION HISTORY

Version	Approval Date	Authorised By	Notes
1	November 2016	Assistant Director – School Resources Services	Originally released