



Dispensing of Medications Policy

Rationale

The St Michael's Primary School policy in relation to the administration of all medication has been developed following the guidelines outlined with the Catholic Education Office. *"The Archdiocese and schools do not accept lightly the obligation to dispense medicines to pupils. The system however has an obligation to facilitate reasonably the attendance of students who have illnesses which do not jeopardize the duty of care owned by the school to the student, other students, staff or other people who access the school."*

(<http://www.ceo.cg.catholic.edu.au/policies/medication.htm>)

Aim

The aim of this policy is to ensure the safety of students at St Michael's who are required to take medication on a regular or periodic basis.

Implementation

- All medication should be in the container in which it was dispensed.
- All medication should be clearly labeled with the child's name, the drug's name, the dosage and frequency given and the prescribing doctor's name.
- With the exception of puffers used for asthmatic conditions, no medication is held within the classrooms. All medication apart from the above is held in the sick room under the control of the School Secretary. Students requiring medication whilst attending school need to report to the secretary, who will then provide the medication to the student. It is the parent's responsibility to inform the school in writing of any medication a child may require whilst at school and to provide the school with written information in relation to dosage and timing for the medication.
- The medicines must be administered in the presence of an adult. The secretary will note dosage and time given.
- All school staff are required to familiarize themselves with the students who appear on the medication boards in the sick bay.
- All school staff should be aware of the information relating to treatment of an Anaphylactic child. Epipens are kept in the sick bay.

Related Policies

St Michael's follows the Catholic Education Office Policy on dispensing medications:

<http://www.ceo.cg.catholic.edu.au/policies/medication.htm>

Approved by: St Michael's School Community Council

Date: 2010

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