



Our Lady of Mt Carmel School Mullewa

SCHOOL MEDICATION POLICY

Originally released: 1997

Revised: 2004

Due for Review: 2008

Administration of Medication and Provision of Health Care to Students

RATIONALE

Our Lady of Mount Carmel School owes a duty of care to all students and as such deems it necessary to have medical procedures set in place to cover all possible medical events and emergencies in our duty of care.

PRINCIPLES

1. The degree of assistance offered by the school for students who require medication and health care will depend on;
 - the ability of the school staff to meet the particular needs of the student
 - the contribution toward care that may be provided by the student (as in self administration), parents/guardians, school staff and other community assistance organizations; and
 - the degree of specialist skills and training required by the school staff to meet the particular medical and health care needs of the student.
2. Where medical and health complications can be a reasonably foreseeable risk, the school has a duty to avoid the student suffering injury.
3. Our Lady of Mount Carmel School recognises that:
 - some students' have a need to access medication on a regular basis for medical conditions;
 - the presence of various quantities of drugs within the school may cause problems and such quantities should be minimised where possible;
 - assistance that can be offered by staff will be limited to their knowledge, skill and school resources; student self administration of medication is preferable, where this is a viable option;
 - some students' medical/health care needs or circumstances may suddenly change and that changing status or needs must be taken into planning consideration;
 - individuals have privacy needs and the school has responsibilities;
 - administration of medication or other support should respect individual's privacy needs; and
 - all information should be treated in a confidential manner.
4. The Principal has the overall responsibility for the communication between parents/guardians, school staff and health professionals. Approval for school staff to administer medication or supervise the administration of medication by students, along with the safe storage of all medication, is the responsibility of the Principal. The arrangements for provision to meet health care needs is also the responsibility of the Principal.
5. An agreement must be reached between the Principal and parents/guardians for the school to administer or supervise the administration of the medication or medical procedure by the school.

All students needing to self-administer medication must be supervised by an adult member of staff after an agreement has been reached between the Principal and parents/guardians.

6. Where an agreement has been reached between the Principal, the parents and/or medical practitioner, the school may provide health care for students requiring such care.
7. Where school staff may be required when necessary or in an emergency situation to administer medication or provide health care which requires specialist training, the Principal is to be informed in writing as to the specialist skills and training required, by either the parent/guardian and/or by a medical practitioner.

PROCEDURES

1. Student Medical History

Parents and/or guardians of any student enrolled at Our Lady of Mount Carmel School are required to submit details of any medical conditions which may affect their child/ren's daily functioning by completing the Medical Conditions/Asthma/Allergies form. This is to be included with the school's enrolment form. Parents are also required to submit written permission:

- for the school to administer any medication required for a particular condition;
- for a student to be transported to the nearest medical facility;
- for a student to receive medical assistance from a practitioner;
- for a student to be given a blood transfusion if required.

It remains the responsibility of the parents and/or guardians to advise the school when a student's medical/health care needs or circumstances change so that the school can act accordingly.

It is routine for the school to update the medical history of all students once a year.

2. Emergencies

Individual Emergency Action Plans have been developed for students with medical and health care problems. The Plans have been devised at the school level after consultation with the Principal, parents/guardians, student's medical practitioner and associated school staff. Each plan needs to outline:

- the predetermined level of treatment to be administered by school staff and the availability (proximity) of medical assistance in the case of a student with a medical condition requiring medication or provision of health care.
- written approval from the parents/guardians to implement the Emergency Plan.
- written approval from the child's medical practitioner outlining the medication, its dosage and the frequency required, triggers for the condition, expected symptoms and recommended actions.
- adequate and appropriate transportation arrangements to the nearest available medical service.

3. In accordance with CEO Guidelines the school has a separate Asthma Policy and Anaphylaxis Policy, with the inclusion of individual Emergency Action Plans for students suffering either severe allergies or asthma.
4. Those students suffering either some form of anaphylaxis or asthma are also required to submit in writing, through the use of the Medical Conditions/Asthma/Allergies form, details from their medical practitioner outlining the steps to be taken in a medical emergency, including the administering of an epipen or asthma medication (where required). Written approval from the parents/guardians to implement the Emergency Action Plan is also included.

5. All key staff are to be advised of students suffering any type of medical condition. A copy of the Emergency Action Plan is to be provided to relevant teachers and be placed on view within the staffroom. Photographs of students with individual action plans are to be on display in an appropriately private place within the staffroom for all new staff to become familiar with these students. All key staff are provided with training (through staff meetings) on the implementation of individual Emergency Action Plans. Due consideration must be given to confidentiality. Student enrolment files are also colour coded; red for those students suffering from allergies, blue for students suffering from asthma.

6. Plans are to be revised and updated as required.

7. Medication

Minor Analgesics

School staff are not to administer analgesics such as paracetamol to students without the written authorisation from the student's parent/guardian.

Prescribed Medication

- The parents/guardians of students who are required to self administer prescribed medication, or where a student is deemed incapable of self-administering prescribed medication, parents/guardians are to notify the Principal of this requirement and all relevant details using the School Student Medication Request/Record form in the Teacher Administration folder.
- The Principal must ensure that a student's medical condition and the medication for that condition is brought to the attention of key staff who have the student under their care
- Any student self-administering medication must be supervised by a staff member.
- In emergency situations school staff may be required to administer medication or provide health care that requires specialist skills and training.
- In these circumstances parents and/or medical practitioners must provide information regarding the medical condition, the particular medication and any side effects and/or treatment. The medical practitioner is required to provide information regarding recognition of symptoms of the medical condition and any associated medication or care required.

8. Storage of Medication

- Prescribed medication is to be stored safely and access must be restricted to school staff members only. Medication may be stored in a locked file in the classroom teacher's desk or in the staffroom fridge where students do not have access. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.
- It is the parent's/guardian's responsibility to ensure that all medication is labelled correctly, is not out of date, and sufficient quantities are supplied for the student's needs.
- Students who self administer medication or medical procedures are to have the medication or necessary equipment clearly labelled and secured in a safe place at all times.

9. Health Care of Students with Special Needs

- Health care needs may be due to medical or physical conditions or significant intellectual disability.
- Our Lady of Mount Carmel School has an obligation to respond to these needs wherever possible within duty of care requirements. The school is committed to developing well formulated procedures, including customised plans and interventions, on an individual basis, for any student with special needs, in as far as the school is able to provide the necessary requirements and specialist skills needed.

10. Where a student has been identified as having a 'stable and predictable' medical condition that requires specialist skill and training in administering medication and/or provision of health care,

the duty of care remains with the teacher and cannot be delegated to any person contracted to administer medication or provide health care.

11. HIV Students

Students with HIV/AIDS are not legally required to inform others (including schools) of their health status. If this information is provided then it must be treated in a confidential manner and the Principal should contact the Employee and Community Relations Team of the CEOWA to discuss the matter further.

12. Records

- a. It is essential that the appropriate documentation is maintained by the school at all times. School staff must ensure that the administration of medication to students is recorded showing the time, date, the medication given and by whom the medication was administered.
- b. Incidences occurring in the playground or on school grounds that require medical treatment need to be documented in the School Incident Book (CCI Insurance Booklet) and signed by any teacher/adult involved, including witnesses.
- c. It is the Principal's responsibility to ensure that all documentation pertaining to the administration of medication or medical procedures in school to students, be retained and stored in a secure place.
- d. The documentation should include, the agreement reached between parents/guardians, Principal and associated teachers, recordings of administration of medication and any incident reports that may have arisen.
- e. The storage of such documentation is to be retained by the school until the students 25th birthday. The requirement to store these records is based on the fact that legal questions may arise regarding the administration of medication by school staff. If a student moves interstate, the records are to remain with the school until the student reaches the age of 25.
- f. Once a student reaches the age of 25, the records are to be returned to the student and if the student cannot be located, all records are to be destroyed.

SCHOOL PROCEDURE FOR MEDICAL ATTENTION REQUIRED BY STUDENTS

1. Minor Cuts and Scratches

- Each teacher has been provided with a medical bag that is to be taken on playground duty, and to remain in the classroom at all times.
- Children with minor cuts and scratches are to wash the site themselves and apply a bandaid if needed.
- Teachers attending to minor cuts and scratches are to wear disposable gloves which are located in the school First Aid Box.
- Teachers are not to apply any medication other than water and a bandaid to any child with a cut or scratch in an event of a child suffering an allergy.

2. More Serious Accidents in the Playground. e.g. large cuts or falls, sprains etc.

- The teacher on duty will instruct a student to walk briskly to the staffroom and inform another teacher (preferably with First Aid qualifications). The teacher will go to the student to attend the accident scene.
- If further medical attention is required, the teacher on yard duty will go to the office and inform the hospital, ambulance or doctor. The First Aid Teacher is to stay with the student.
- In the case of an accident occurring to a student with a specific medical or health care problem, steps for the student's Individual Emergency Action Plan are to be set in place.
- The parents are to be notified immediately if the accident is serious.

- A medical report form is to be filled in by the teacher/teachers if any treatment has been given to the child, so that parents are notified of the accident. A copy is to go into the student file in the office.
- A medical insurance form is to be completed in the Incident Book (CCI Insurance Booklet) in the office.

3. Treatment of larger abrasions that require substantial dressing

- The teacher on playground duty or the classroom teacher is to contact the parents immediately so the child can be collected for medical treatment.
- If attention is required immediately and the parents are unable to be contacted, the Principal or Senior Teacher is to drive the child to the hospital for medical treatment.
- Records of any incident and the medical treatment given is to be documented, a copy to be provided to parents, and another kept in the student file in the office. When necessary the incident needs to be recorded in the Incident book in the office.

4. Students who are unwell during the school day

- Where a student becomes unwell during the school day, the classroom teacher is to organise for the parent/guardian to be rung and the child to be picked up from school.
- In an instance where a child lives a long distance from the school, the classroom teacher or the Principal will use their discretion, in consultation with the parent, as to whether the child may be cared for at school under the supervision of an adult member of staff.
- In the same instance, the classroom teacher and/or the Principal need to consult the parent/guardian before the child travels home on a bus, if they feel the child will need to be seen by a doctor/medical staff so as to save the parent time and distance in travel.
- If a child becomes unwell during the day, but does not need to be picked up by a parent (this is at the teacher and/or Principal's discretion) a simple note must be written in the child's Communication Book.