Name of Policy: Medication Procedures

Date: August 2015

Review Date: February 2019

Location -G:\common\teacher\admin\policies

St James School Vision Statement

St James is a Catholic Parish school, called to be a caring partnership, of parents, students and pastor who:

- Seek to learn about God, the teachings of the Catholic Church and nurture a strong and confident faith.

- Encourage the pursuit of academic excellence and the attainment of each persons’ full potential.

- Work together to build a safe, healthy and Gospel centred environment.

At St. James we recognise the needs of all students, including those who may require medication. 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 a normal school day. While children may require medication for reasons of health, sometimes medication will be necessary to assist learning or to modify behaviour.
In developing a responsible Medication plan the following strategies will be put in place:

-for prescription medication a written note from the doctor (or the prescription as printed by the pharmacy) indicating the following information will be required for administration
  a) the name of the medication
  b) the name of the child
  c) the dosage
  d) the time(s) of administration

Note: This information is often printed by the pharmacy and attached to the medication. The school will require the medication in the original bottle/packet.

-for non-prescription medication a written note from the parent indicating the following information will need to be supplied to the office staff:
  a) the name of the medication
  b) the name of the child
  c) authority to supervise the receiving of medication.

-parents will be asked to complete medication information details about their child's health on enrolment. This information will be kept in the student's record cards.

-each year parents will be requested to update medical information.

-a Health Care Plan will be developed for children with serious illness and a laminated sheet including the child’s photo and management plan will be displayed in the administration area for staff reference with the parents’ permission.

-only designated office staff will supervise the dispensing of medication

-the Office Staff will use a Medication Register to record necessary information.

-all medication is kept in a central secured location (e.g. office of school secretary), clearly labelled with all relevant information for the child for whom it has been provided. Parents are asked to present medication to the office.

-medication should not be held by children in desks, bags, lunch boxes or pockets.

Reviewed: February 2016
Ratified: February 2016
Next Reviewed: February 2019