Mother Teresa School
Medicine Policy

Related Policies
CEO Policy ‘Medication Dispensing’ Mother Teresa School First Aid Policy

Purpose
This policy ensures the safety of children at Mother Teresa School who are required to take medication on a regular or periodic basis.

Policy
At Mother Teresa School we believe that the safe administration and storage of all medicines is a high priority for all staff and students.

Definitions
nil

Procedures
1. Guidelines for Dispensing Medicines (Policy and Procedure Manual Section 5.6.7)
   - All medication should be in the container in which it was dispensed.
   - All medication should be clearly labelled with:
     - the child's name;
     - the drugs name;
     - the dosage and frequency to be given;
     - the prescribing doctor’s name
   - Staff involved in administering Ritalin or similar drugs need to be informed by the child’s doctor (via parents) of what to do if a dose is missed.
   - Provision should be made for staff to work in teams so that all drugs are administered only in the presence of another adult.
   - A record of all medication given should be maintained. (Date, name, substance, dosage).
   - Any medicines kept on the school premises are to be kept in an appropriately locked cupboard. (Found in sick room).
   - Alternative arrangements may involve parents/guardians if suitable staff is not available to administer the medication.
   - Supervision is to be arranged where a student self administers medication.

2. Analgesic Substances:
   - Schools should not normally dispense analgesic substances for pain relief.
   - Analgesics are to be issued by a designated first aid person only.

3. Asthma
   - Staff should allow students with asthma to have their medication with them.
   - A bronchodilator puffer should be carried in the first aid kit in the event of an asthma attack where students do not have their puffer with them.
   - A register of students with asthma is kept in the office.

4. Students Who Require Medication
   - The principal should be assured that it is necessary for the student to consume medication during the school day.
   - The parent/guardian is to give the principal an appropriately signed consent form.
The level of supply of a student's medication at school is to be determined by the principal with the parent/guardian.

5. Infectious Diseases
   - Keep immunisation up to date
   - Refer to policy and procedure manual section 5 appendix 8.

References
CEO Policy and Procedure Manual Section 5.6.7

Forms