



**MAMRE ANGLICAN SCHOOL**  
**MEDICATION POLICY FOR STUDENTS**

*Updated January 2019*



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## **Guidelines**

Mamre Anglican School recognizes that students may need to take prescribed medication during school hours.

A parent or legal guardian must in the first instance, make written request to the School to administer the medication required using the Medication Authority Form (available from Student Reception).

MAS Student Reception staff, with authorisation by the Principal, will take responsibility for the administering of all medication.

Medication will be kept in the secure medicine cupboard in the sick bay or in the staff common room refrigerator if necessary.

All unused medication is to be returned to the parents.

## **Instructions for Administration of Medication**

- All medication must be in the original container obtained from the pharmacist or General Practitioner (GP).
- Instructions must be written on the container by the pharmacist or at the direction of the General Practitioner (GP).
- Instructions must indicate specific times for administering, dosage and patient's name.

Over the counter medications such as paracetamol (Panadol/Panamax) and ibuprofen (Nurofen/Advil) will not be administered by staff unless written permission is held by the School. All over the counter medications administered by Student Reception staff are recorded on the Student's Edumate Record with the date, time and dosage. We will also send an SMS to the parent if medication is administered. If a child requires medication and the School does not have written permission for staff to administer medication we will telephone the parent to request permission before administering the medication.

Medication is only to be administered by recognised staff who have been trained in correct procedures for the administration of medication. Student Reception staff are all First Aid trained and will be responsible for the administering of medication within the School.

If a student remains unwell after receiving their medication or experiences any side-effects from the medication, parents will be contacted and the student sent home. The student will remain in sick bay under Student Reception staff supervision until the parent collects the child. The School procedure is that a student would normally be sent home if unwell.

## **Recording of the Administration of Medication**

All administered medications are to be recorded with:

- name of student
- date
- time
- dosage
- name of staff member administering the medication

A weekly medication sheet is kept in Student Reception, and students requiring prescribed medications are recorded and marked off by the Student Reception staff when medication is given.

First aid, accident, and medication records are kept in folders in Student Reception for quick access when required.

## **Students Requiring Medication**

Parents are required to keep the School informed of any medical condition requiring medication, by their child/children. A Medication Authority Form (available from Student Reception) must be completed for any medication that needs to be administered at school. Medication may be required for short-term illness, e.g. ear infection or long term conditions, such as epilepsy and asthma.

Medication prescribed for one individual will not be given to another student. Exceptions to this may be in extreme life and death instances, such as:

- an anaphylactic reaction where another child's Epi-pen may be administered if a child experiences an unexpected anaphylaxis reaction, e.g. first time stung by a bee and child has a severe allergic reaction requiring urgent administration of adrenalin.

As a School we have an exemption under regulations to stock asthma inhalers and Epi-pens in case of emergency.

## **Medication Management Plans**

Management procedures for individual students with particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy etc., are recorded and referred to as required. An Action Plan from the child's General Practitioner (GP) must be provided to the School on enrolment. Parents are asked to provide a portrait photo of their child to Student Reception via email: [studentreception@mamre.nsw.edu.au](mailto:studentreception@mamre.nsw.edu.au) or in person along with the Action Plan. These plans are to be reviewed and parents are to provide new management plans from the child's General Practitioner (GP) annually or in the event of changes to the child's medical condition.

## **Special Consideration – Medication on Excursions/Camps/Special Event**

Teachers are to consider medication requirements in their risk assessment for any planned activities. The School Excursion note requests parents to list any medication that their child will need to have administered on the excursion/camp. All medication requests must follow the guidelines above on the 'instructions for the administration of medications'. The excursion/camp/special event coordinator should collect medications at the beginning of the excursion and is responsible for administering them as per the instructions provided. All medications should be stored securely whilst in the coordinators care. Remaining medication is to be returned to the student or the School at the completion of the excursion/camp/special event.

## **Medication Emergencies**

In the unlikely event that the incorrect medication or dosage is given, the Poisons Centre is to be contacted immediately on **131 126**