Mission Statement

Guided by our Catholic Identity and Mercy Tradition, St Anthony’s Catholic Primary School strives to provide education of excellence. We promote positive attitudes through living in a community where respect, justice and faith are celebrated.
RATIONALE

Staff are often asked by parents to administer medication for their children whilst at St Anthony’s Catholic Primary School.

It is imperative that all such requests are managed in a manner that is:

- Appropriate
- Ensures the safety and privacy of both students and staff
- Upholds the legal duty of care by which our school is bound

Some students have medical conditions that require specific treatment. The school should be well informed about any such conditions and how to treat them appropriately.

AIMS

- To ensure that all medications are administered safely and efficiently to students of St Anthony’s Catholic Primary School.
- To ensure that all prescribed medication is given accurately and in a timely manner.
- To reduce the spread of contagious illnesses through safe and appropriate management of sick students.

IMPLEMENTATION & PROCEDURES

- Students who are unwell should not attend school.
- Whenever students become unwell at school, parent/caregivers will be contacted to collect their child.
- A Medication Authority must be completed and signed by the doctor prescribing medication for the student who is attending school and for whom is required medication during the school day.
- A Medication Authority must be completed whenever there is an alteration to medication and the new form signed by the doctor which supersedes the old form.
- Should a Medication Authority received not be signed by a doctor, no medication will be dispensed by the school. This applies to all over the counter medications, creams, cough medicines.
- Students who suffer from Asthma must have a completed Asthma Care Plan/Medical Authority signed by the prescribed doctor. This must be complete and current.
- A Management Plan for all Allergy Care, Seizures and Continence Care must be completed and current.
IMPLEMENTATION & PROCEDURES

- All medication must be in the original container and clearly labelled with the student’s name.

- The quantity of medication must be confirmed and documented and stored in the First Aid Room in the padlocked first aid cabinet or refrigerator.

- Class Teachers will be informed of the prescribed medications for their students and are issued a ‘Medical Details by Roll Class’ report by the school’s WHS/Administrator Officer.

- A copy of the report of all classes with student’s medication details and a current photo are kept in the front of the ‘Student Medical Forms’ folder held by the school administration office.

- Teachers are to release students at prescribed times so that they may visit the First Aid Room and receive their medication from the school’s nominated senior first aid officer/s.

- All completed Medical Plans along with details relating to students, their prescribed medication, dosage quantities and times of administration, will be kept and recorded in a Confidential Medication Register located in the school administration office.

- Camps/Excursions: All prescribed medication will be taken on camps/excursions and returned to school after the camps/excursions. The teacher in charge will administer prescribed medications to the student as per the student’s medical plan.

- Parents/Caregivers of students who may require more intensive care must meet with the Principal to discuss the matter and to determine an appropriate Health Support Plan. If necessary, health professional advice may be sought.

- In relation to non-prescription medication, parents have a choice as to coming into the school and medicating their own child.

- In the event of any emergencies, the school has the authority to ring 000 and any costs burdened (such as ambulance, hospital), other than a school incident, will be a parental/caregiver responsibility.

- All reportable incidences will be recorded and followed up by the WHS coordinator. Incidences are entered in the ‘Incident Report’ on the website named Catholic Safety, Health and Welfare SA.
APPENDICES

A. Medication Authority
B. Health Support Plan
C. Asthma Care Plan
D. Allergy Care Plan
E. Seizure Care Plan
F. Continence Care Plan
G. Medication Register