



Phone: (02) 4421 3630

St Michael's School
North Street
PO Box 126
NOWRA NSW 2541

MEDICATION POLICY WHS 2017

School commitment

St Michael's Catholic Primary School recognises that students may need to take prescribed medications during school hours and the school share with the parents a responsibility in dispensing of prescribed medicines to pupils whilst in the school care.

Principal / Leadership priorities

The Principal of St Michael's Catholic Primary School is to be informed in all cases where students require medication during the school day

- A parent or legal guardian must, in the first instance make a written request to the principal of the school.
- The principal will authorise nominated employees to take the responsibility of administering the medication.
- Medicines will be kept in a secure place.
- The medication must be in the original container obtained from the pharmacist or medical practitioner.
- All unused medicines will be returned to parents.

Instructions for the Administration of the Medication must:

- be written on the container by the pharmacist at the medical practitioner's direction
- indicate specific times at which medication is to be administered
- show the dosage and the patient's name
- not be accepted solely from the parent to administer medication.

Other requirements

- Employees must not administer over-the-counter medications.
 - Employees and parents will be informed about the Administration of Medication Policy.
 - Employees will be trained in the administration of medication.
 - Parents must be informed of the need to keep the school informed of any serious medical conditions their child may be suffering.
 - Teachers will consider the administration of medication in their planning for school activities.
 - Management plans will be developed for students who are required to take medications on a long-term basis.
 - Procedures will be developed to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
 - At no time should any medication provided for one student be administered to another student.
 - Students are warned that sharing medication is not tolerated.
- In the unlikely event that a child is administered the incorrect medication, immediately call the Poisons Centre. Schools have been given an exemption under the regulations to stock asthma inhalers in cases of emergency.

Endorsed by:

Date

Mr. Christopher Paton **(PRINCIPAL)**

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