

## St AGNES', MATRAVILLE

### DISPENSING MEDICATION POLICY

As part of the duty of care we owe our students at St Agnes' it is necessary at times to administer medication to children.

While children may require medication for reasons of health, sometimes medication will be necessary to assist learning or to modify behaviour.

#### **Administration of Non-Prescribed Medication .**

- No medication should be given to a child without the written permission of a parent/guardian.
- Parents should be discouraged from providing children with medication at school, unless on Doctor's advice.
- All medication should be kept in a central location (e.g. office of school secretary), clearly labelled with all relevant information for the child for whom it has been provided.

#### **Administration of Prescribed Medication.**

No medication should be given to a child without the written permission of a parent/guardian.

- Parents should be discouraged from providing children with medication at school, unless on Doctor's advice.
- Medication must be supplied by parents in the original container, clearly marked with the student's name, the name of the drug, dosage, frequency of administration and prescribing doctor's name.
- Appropriate equipment for administration, e.g. medication measures, should be supplied by parents.
- All prescribed medication must be kept under lock and key in the agreed central location within the school until the time of administration.
- Prescribed medication required by students must be accessible to them as and when required both at the school campus and whilst on excursions, sports days, camps etc.
- The Principal and Secretary will be responsible for the administration of medication in the school.
- Where possible, no member of the school staff should administer medication to a student unless the nature and dosage of the medication and the identity of the student have been checked by a second adult person, to ensure that the medication is in accordance with the directions given by the student's parent or guardian. Particular attention should be paid to these requirements when students are working outside the usual classroom situation (e.g. whilst on excursion).
- The school should have a written procedure to ensure that students requiring prescribed medication attend at the appropriate time and place for their medication.

- In Primary schools, it is the responsibility of designated staff and the class teacher to ensure that all students attend at the appropriate time and place for their medication.

**Emergency Action Plan.**

Ideally, a separate Action Plan devised by a student's doctor should be available for those students who may require emergency assistance (e.g. severe asthma attack, epileptic fit). All teachers should be adequately trained in the administration of medication in emergency situations which are likely to arise in the school, especially where it is known that a student has a particular medical condition or serious allergy.

Necessary Documentation .  
Medication Registration