



Medical Policy

Wembley Downs Primary School

Frequently Asked Questions

Who do I see about my child's medical concerns?

All medical concerns must be directed to a doctor. The doctor will inform parents about medical plans. The medical plans are then given to the school.

What does the school do with the medical information?

The school will use the information provided by the doctor to construct workable plans enabling the school to administer medication and communicate events.

Who will administer my child's medication?

The school medical plans stipulate who and when medications are given. Parents must be happy with the arrangements before committing to the plan. It is important to inform the school fully to ensure school staff acts in accordance to the agreed plan.

Will the staff know about my child's medical condition?

The school develops information cards that are placed with the medication. These are stored in boxes and placed in the medical room. The class teacher will have information about your child in class. Teachers will be given information cards that enable identification during the recess and lunch time breaks. Should it be required to monitor an individual student with special needs and whole school approach will be given consideration?

What happens when my child is attending an excursion?

The supervising teacher ensures all medications and plans are taken on excursions. In the event there is an episode whilst on an excursion the supervising teacher will contact the parent and/or the school.

Rationale

Teachers have a duty to take reasonable care for the health of students and to comply with reasonable requests for health care assistance. This results from the statutory requirement for children between six and fifteen years of age to attend school.

Staff are not expected to administer medication which requires specialist training or giving injections. Parents need to advise the teacher of medication being given and if there will be change in student behaviour. Students cannot bring medication to school without this advice. This is for the protection of all students.

Purpose

The policy is to:

- Outline procedures for administration of medication.
- Define the circumstances for use of special forms.
- Define responsibilities.

Broad Guidelines

1. Responsibilities: See Appendix 1 below
2. Procedure
 - a) Parent request to teacher.
 - b) Teacher advise Principal to access permission forms 'Health Care Authorization Form' (Appendix A) and 'Medical Alert Information' form. (Appendix 3)
 - c) Principal/teacher gives parent forms to complete.
 - d) Parent returns forms within 14 days to ensure on-going assistance.
 - e) Principal advises teacher of medication request and procedure. (Appendix 5)
3. Records of medication administered by staff to students and agreements to this administration of medication are to be stored in a separate file in the administration area of the school. Authorised persons can only access these.
4. Medication should be kept in a secure place and labelled
5. The child should be supervised when taking medication.
6. The parent should complete an emergency action plan where the student suffers a condition such as asthma, diabetes, epilepsy or allergic reactions. Student photo is affixed to Plan (See Appendix 3)
7. The Medical Alert Information form to be posted in classrooms, staff room, medical room and duty roster book.
8. For short term conditions such as dental treatment or taking analgesics or antibiotics for period pains/infection, and these are self-administered, completion of medication record forms is not required.
9. Medication should be sent in original container with instructions on the container.
10. Teacher should keep a record of the administration of medication (see Appendix 4)

This policy is part of the pastoral care offered by the school and should be read with WA Department of Education, Student Health Care policy and Administration of Medication, Policy and Procedures 1997.

Responsibilities

Principal

- Assess internal and external resources and consult with the district office to evaluate ability of school to undertake health care request.
 - Access the most appropriate level of professional advice and assistance.
 - Ensure staff are aware of their legal rights and obligations.
 - Negotiate a plan with parent, staff and relevant professionals.
 - Ensure necessary training of relevant staff.
 - Ensure communication occurs between parents, school staff and appropriate health professionals (e.g. Nurse, family doctor).
-
- Provide approval for school staff to administer or supervise the administration of medication to students.
 - Ensure safe and confidential storage of records relating to the administration
 - Ensure medication records are archived for 25 years.

School Staff

- Liaise with parents and principal and decide whether to enter into an agreement.
- Administer prescribed medication where there is an agreement between staff and parents, and written instructions as per Appendix 3 have been provided by the parent(s) or guardian.
- Ensure competence and confidence.
- School staff are responsible for student welfare and need to know if a student has a valid medical reason for carrying prescribed medicine to school.
- Ensure relief staff are aware of needs or alternative arrangements are made.
- Register and store medication safely.
- Deal professionally with sensitive student health information and good promote health practices.

Parent

- Advise the Principal/ class teacher of any medical condition of the student that may affect behaviour or educational performance.
- Advise the Principal of any medication the student may be bringing to school and using.
- Have completed the necessary forms for staff assistance in administering medication.
- Share the responsibility with the school.
- Arrange for the student to self medicate or another avenue of support if the school cannot provide the support.
- Ensure the medication is current and appropriately labelled.

Student

- Students must have a valid reason for carrying prescribed medication to school.
- The students should self-administer their own medication where capable of doing so and have authorisation for the taking of medication.
- The student may be supervised/assisted by school staff in administering their medication where there is an agreement to do so.
- Ensure student details are kept up to date.

Community Nurses in Schools

- Community nurses based in schools may independently administer drugs to students in accordance with the Poisons Act 1964 and Poisons Act Regulations (WA).
- Nurses are encouraged to have knowledge of the storage features of the drug being administered, indication and contra-indications for use of the drug, side effects of the drug, the general recommended dosage and how to recognise overdose or under dose of the drug.
- Prescription drugs are administered with written direction from a medical practitioner or a parent/guardian.
- The Community Nurse is the preferred health care deliverer to students.