



# St. Thomas School & Pre-School

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## Administration of Medication Policy

St Thomas Pre-school requires authorisation for actions such as administration of medications, collection of children and excursions. This policy outlines what is required for authorisations and in what cases authorisation may be refused.

### Policy Content:

The Pre-school staff will ensure that they only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011.

The Service will:

1. Ensure documentation relating to authorisations contains:
  - Date of affect
  - Signature of the child's parent/guardian or nominated contact person who is on the enrolment form
  - Is completed on the appropriate form/letter/register provided by the service.
2. Apply these authorisations to the collection of children, administering medication, excursion and access to records.
3. Ensure that authorisations are stored in accordance with the Governance and Management of the Service, Including Confidentiality of Records policy.
4. Exercise the right of refusal if written or verbal authorisations do not comply with this policy.
5. Waive compliance with this policy where a child required emergency medical treatment for conditions such as anaphylaxis or asthma or other emergency conditions. The service or Educator may administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians be contacted as soon as possible after the medication / treatment has been administered.

### Rationale

Medication refers to ALL medicines/medication required to be taken for any medical condition, including prescribed and 'over the counter' medicines such as Panadol/Nurofen, cough syrups, and other short-term pain/symptom relief.

### Aims and outcomes:

- To inform staff and parents of their responsibilities with regard to the administration of legal drugs.
- To ensure that only prescribed medication is administered in the correct dosage, by appropriately trained staff (BELS and / or Senior First Aid Certificates) to ensure student's safety and wellbeing.
- To facilitate the ongoing education of students with specific medical conditions in an unbiased and caring manner.
- To inform staff of the medication requirements of their students.

### Scope

This policy applies to all medicines/medications and all staff, students, parents, caregivers and volunteers in the St Thomas Pre-school community.

### Procedure

#### Medicines at Pre-school

- It is a legal stipulation that Pre-school staff are not permitted to give medication to students unless:
- The student's medical condition is such that ongoing medication is required to enable the student to attend Pre-school.
- Written directions stipulating the administration of the prescribed drugs are provided by the student's medical practitioner.
- The staff member must agree to administer medication (i.e. a voluntary act rather than a prescribed role).
- If students bring medication to Pre-school this must be given to the Pre-school staff for safekeeping, and parents need to fill out 'Administration of first aid form'. Medication must not be left in Pre-school bags, as this poses a potential risk to other students.
- Teaching staff are not responsible for student's medication. St Thomas bears no responsibility for medication being out of date. It is the parent's responsibility to ensure medication has not expired.
- No antibiotics are to be given at Pre-school. (For medication that needs to be taken 3 times per day, the second dose can be taken at home at the end of the Pre-school day – if you have any concerns, please consult your medical practitioner).
- Exception: - For prescribed medication 4 or more times per day, a prescription and/or Doctors letter must be provided indicating that the student must have a dosage of prescribed medication during the Pre-school day.
- 'Over the counter' medication is not to be administered by Pre-school staff (e.g. cough syrup – if the child is ill, then the child should not be at Pre-school, spreading infection).
- Where possible and appropriate, first aid staff will oversee and supervise the self-administration of drugs, e.g. Asthma puffer or inhaler.
- On excursions and other Pre-school activities the medication will be administered by the supervising teacher.

### Ongoing/Long Term Medication required to attend Pre-school:

- If an ongoing medical condition requiring medication is identified or when long term medication is required to enable a student to attend Pre-school, a Medication Plan and any specific Care Plan are sent home to be completed by the student's medical practitioner and returned by parent/caregivers.
- Medication must be in its original package/container with child's name.
- Medication must be prescribed by a medical practitioner (Doctor) and provided in the original container bearing the child's name and within the expiry date of the product.
- Medication provided from home is stored in a cupboard or refrigerator and the Pre-school will maintain a register of medication kept at Pre-school.
- Medication administered is recorded with time, date and signed by First Aider.
- Parents are responsible for ensuring that adequate supplies of medication are available at Pre-school. Admin staff will endeavour to contact parents when medication supply is running low.
- Children refusing to take medication are to remain in the Front office, parent/s to be contacted, and child in NOT to return to Pre-school until medication is taken.

### Short term medication

- Panadol and other short term medication is not given to students unless prescribed by a medical practitioner and provided by parents/caregivers.
- Dosage will be administered in accordance with the prescription and recorded with the time, date and signed by the First Aider.

### Parent Responsibilities

- For each new prescription, Medication must refer to the student in question, be in its original container and prescribed by a medical practitioner.
- Students who have been sick the previous night or in the morning should be kept home and cared for to prevent further spread of illness.
- Parents are responsible for the collection of medication at the end of each Pre-school year and returning it at the start of the following year with an updated copy of a medical care plan from the students medical practitioner.
- Parents are responsible for noting the use by dates of any medication provided to the Pre-school and to update the medication when required.