



# St. Bernadette's Catholic Primary School

## Medical Policy

Revised 2002

2005

2008

2013

Due for Review 2017

### Rationale

Within all schools a duty of care towards the students must be afforded at all times and must cater for all students. Extra care must be taken to protect students with a medical condition which could expose them to special risk or injury.

### Principles

- ◆ To act in a proactive manner in identifying students with specific medical requirements.
- ◆ To develop and implement an emergency action plan pertaining to the needs of an individual student with medical problems.
- ◆ To determine the level of treatment to be administered by school staff dependent on availability (proximity) of medical assistance.
- ◆ To ensure provision of adequate and appropriate transportation arrangements to the nearest available medical service.
- ◆ To ensure the utmost provision of care is provided to students who require medical attention and/or medication

### Procedures

- ◇ When a condition is known to exist, written approval must be obtained from the parents/guardians to implement the emergency plan.
- ◇ Action plan is to be completed by parents/guardian.
- ◇ Medical Alert Form to be provided to the school office and necessary teachers.
- ◇ All staff to be advised of students with medical conditions and the type of condition.
- ◇ A copy of the action plan is to be placed in the red Medic Alert file in the office (in alphabetical order) and another copy kept in the red Medical Display Book in the child's classroom.
- ◇ All school activities, including excursions and camps, should make provisions for an emergency action plan.
- ◇ Action plans to be reviewed annually or as required.
- ◇ Any medication prescribed by a doctor and required to be administered at school by staff must be accompanied by Medication Instructions From Prescribing Doctor (Form).
- ◇ Unless specified by the Doctor only medicines that require a dose of 4 times or more daily will be administered.

◇ If the relevant form is not completed at the time of visiting the doctor, the parents/guardians have 3 full school days to have the form completed and hand it to the school, otherwise administering of the medication will cease.

It is school policy that parents of children that require medication for **asthma, diabetes, epilepsy, ADHD, allergies, bee stings etc.** fill out a Student Medication Request/Record at the beginning of each year. This form states that prescribed student medication - clearly labelled with the name of the student, the name of the medication, the dosage and frequency, should be taken to the Office where it will be secured until required.

Children who need Asthma puffers will be the exception as these should be available at all times for self-medication.

Please be aware that the school is not permitted to administer **non-prescribed medication** to a student. As a general rule, if a student is ill enough to require medication they probably need to stay home or, if prolonged, visit a GP.

**Non-prescribed medication** includes analgesics, pain suppressants, cough suppressants and any other medication obtained without a Medical Doctor's authorization. These medications can have undesirable side-effects and prolonged usage can lead to serious medical complications.

This policy is to be viewed in conjunction with:

#### MEDICAL FORMS ALSO USED (FOR YOUR INFORMATION)

- ⇒ MEDICAL ALERT FORM AND COVERING LETTER;
- ⇒ STUDENT MEDICATION REQUEST/RECORD;
- ⇒ MEDICATION INSTRUCTIONS FROM PRESCRIBING DOCTOR;
- ⇒ MEDICAL ATTENTION AUTHORISATION AND PHOTOGRAPH AUTHORISATION SHEET;
- ⇒ LETTER TO PARENTS REQUESTING MEDICAL INFORMATION.