ADMINISTERING MEDICATION POLICY

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POLICY AREA: ADMINISTERING MEDICATION

PREAMBLE:
One of our responsibilities to the children is to look after their health and well-being to the best of our ability within the circumstances of the school environment. At all times we should be vigilant to the children's health needs and ensure that appropriate steps are taken to address these needs.

RATIONALE:
This policy provides directions and procedures for staff when administering medication to students at MacKillop.

VALUES:
Care, Responsibility, Service, Respect and Dignity

POLICY STATEMENT:
Medication may be administered to students either at school or to those involved in school approved activities where written agreement has been reached between the parent/legal guardian and the Principal or person authorized by the Principal.

IMPLEMENTATION ISSUES:
1. Appropriate Inservice training will be provided for staff responsible for administering medication.

2. A “Medical Authorisation” form showing all conditions and guidelines for administering the medication is to be completed and signed by the parent/guardian prior to administering the medication to the student.

3. Medication must be in the original packaging and contain the pharmacist’s instructions for administering the medication. This includes any over-the-counter medications such as Panadol and anti-histamines.
4. At no time will any medication provided for student be administered to another.

5. At all times, medication must be kept in a secure place within the Administration Office with the exception being asthma inhalers.

6. All unused medication is to be returned when appropriate to the parent/legal guardian of the student.

7. A register is to be kept by the Administration Officer of medication that has been administered including the time given, dosage and a signature.

8. Parents/Guardians must notify and provide the necessary medication and action plan for the effective administration of first aid treatment for those children prone to Anaphylactic reactions eg provision of epi-pens and the associated action plan as provided by the General Practitioner.

9. In the event of children being physically sick, it is the teacher's responsibility to cleanse the area. Under no circumstances are the children to clean up vomit. Disposable gloves and appropriate cleaning solutions will be available from the office.

10. It is the responsibility of administration staff to inform classroom teachers of any children who take ill at lunch intervals and are sent to the Sick Bay.