



# St Mary of the Cross

## Catholic Primary School

Saltwater Coast Estate, Point Cook

# Oral Medication Policy

### Document History:

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# ORAL MEDICATION POLICY

## Vision

We, at St Mary of the Cross, are an inclusive and welcoming Catholic Community of actively engaged learners.

We model Mary MacKillop's servant leadership, to nurture compassionate and respectful individuals who translate their beliefs into action.

## Rationale:

Primary school aged children are not ready to be responsible for administering their own medication.

It is necessary for the school, as part of its duty of care to children, to share in this work.

## Definitions:

**Oral Medication** Any medicines that are taken orally

## Oral Medication at School

If students are required to take medication whilst at school, parents must supply prescribed medication in its original container that gives:

- o The name of the child
- o The dosage
- o The time the dose is to be administered
- o The name of the medication

A signed note containing the above information must be given to the school office before any medication can be administered.

## On Camps and Excursions

When attending camps or off site excursions, medications must be packaged in a secure container (eg. zip lock bag) with detailed directions (as above) and a signed note from the parent must accompany the medication.

Parents should use, where possible, the school proforma (attached) for this activity.

Medication is not to be left at school over night, unless prior arrangements have been made between the parents and the school office.

No child is permitted to have any form of medication in their possession. This includes Disprin, Aspro, Panadol etc.

Children with medication in their possession will have that medication confiscated.

**Asthma Medication:**

Because of the nature of asthma 'puffers' and their use, this policy does not include asthma medications. (Refer to Asthma Management Policy)

**Anaphylaxis Medication (Epipen & Anapen):**

Because of the nature of Anaphylaxis medication and its use, this policy does not include Anaphylaxis medications. (Refer to Anaphylaxis Management Policy)

**Administration of Medication**

In most circumstances, the school administration officer is responsible for the administration of all medication.

In some circumstances, the class teacher/duty teacher will administer medication.

The person administering medication is responsible for completing the details on the Oral Medication Permission Form.

The Oral Medication Permission Form will be filed in the Medication register, located in the school office.

# St Mary of the Cross Catholic Primary School

## ORAL MEDICATION PERMISSION FORM

**CHILD'S NAME:** .....

**HOME GROUP:** ..... **TEACHER:** .....

**NAME OF MEDICATION:** .....

**STORAGE REQUIREMENTS:**      FRIDGE                      CUPBOARD (circle)

**DOSAGE:**  
.....

**TIME TO BE ADMINISTERED:** .....

**DAY / DAYS TO BE ADMINISTERED:**    MON    TUE    WED    THU    FRI    (circle)

**FROM:** .....  
(day & date medication is due to begin)

**PARENT SIGNATURE:** ..... **DATE:**    /    /  
Mother / Father / Guardian (circle)

**NOTE:**      Medication is usually administered by the office staff or delegate

**OFFICE USE ONLY**

Medication Administered	Date	Time	Dose	Administering Staff Member