



## MANAGEMENT OF MEDICAL CONDITIONS AND STORAGE AND ADMINISTRATION OF DRUGS

### RATIONALE

The following policy and procedures is a guide for the School with regard to the management of medical conditions and dispensing of medicines to students with illnesses or ongoing medical concerns.

St Mark's addresses the duty of care owed to the students, Staff or other people who access the School.

### POLICY

The School Nurse and Administration Staff responsible for administering medication and managing medical conditions should be appropriately in-serviced. All teachers and Support Staff are adequately trained in the administration of medication in emergency situations that are likely to arise in the School, especially where it is known that a student has a particular [medical condition](#) or serious allergy.

Staff and parents will be periodically reminded of the School's policy guidelines for dispensing medication.

### PROCEDURES

#### **Guidelines**

1. All medication should in the container which it was dispensed.
2. All medication should be clearly labelled with:
  - The child's name
  - The drug's name
  - The dosage and frequency to be given
  - A clear photo of the child attached to the medicine box
  - The prescribing doctor's name
3. Any medicine kept on the School premises will be kept in an appropriately locked cupboard. Students are not to have prescribed medication in their locker or school bag. These medicines must be stored with the Nurse in the Health Centre.

4. A [record of all medication](#) given should be maintained. This should include the date, time student, substance administered, dosage amount and name of person administering medication.
5. Supervision is to be arranged where a student self administers medication.
6. No medication should be given to a child without the written permission of a parent/guardian.
7. When students are working outside the usual classroom situation, teachers are responsible for ensuring that they are familiar with the administration of medication and that the medication is held by a supervising adult who is able to administer the medication as appropriate.
8. Students in the Secondary School are responsible for own medication unless directed by parents for the School to store medications.

### **Allergies**

In most schools some children are anaphylactic. St Mark's Anglican Community School is committed to providing a safe and healthy environment for students. We have adopted an allergy awareness policy to protect students who have severe allergies (anaphylaxis), particularly those allergic to peanuts and nuts. While 'banning' particular foods and declaring schools to be 'nut-free' is **not recommended** as it is not possible to guarantee such positions.

The school can help by assisting the student to avoid allergens and by ensuring that an **emergency response plan** is in place for all activities. Early recognition of the signs and symptoms of anaphylaxis may save lives, thus allowing the earlier administration of first aid and contact of the appropriate emergency medical services. Refer to the [Anaphylaxis Action Plan Form](#).

All Staff have been trained in Emergency First Aid, Anaphylaxis and Asthma management. The Nurse keeps a register of all Staff with up to date training schedules. It is policy that no Staff may go on excursions, tours or activities who are suitably trained in First Aid.

### **Analgesics**

1. Aspirin or a medication containing aspirin may be harmful to the recipient and should only be administered in cases when written authorisation by the student's doctor.

2. If only analgesics are used, paracetamol only should be administered.
3. Parents should submit the [Student Medication Advice](#) if their child is on any prescribed medication.

### **Asthma**

1. All Staff should be aware of the information available from the Asthma Foundation on the management of asthma in schools.
2. Staff should allow students with asthma to have their medication on their person.
3. A bronchodilator puffer should be carried in the first aid kit in the event of an asthma attack when students do not have their puffer with them.
4. The School maintains a register of students with asthma.
5. The School will have an [Asthma Action Plan](#) devised and documented by a student's doctor for those students who may require emergency assistance.

### **Diabetes**

1. Students who have been diagnosed with Diabetes, Type 1, will carry their own insulin or wear a pump.
2. Food and other resources will be distributed throughout the school to ensure students who experience a low can access sugar.
3. A medical intervention plan will be published on SEQTA and teachers of these students will undertake Diabetes awareness Professional Development.
4. Spare resources will be kept in Student Administration.