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# Administering Medicines in Schools

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FEBRUARY 2012

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<b>Responsible Officer</b>	Head of Employee Services
<b>Effective Date</b>	November 2011
<b>Superseded Documents</b>	Administering Medicines in Schools July 1999
<b>School Action</b>	Diocesan Policy: Schools are to ensure their practices are consistent with this policy and supporting procedural documents.
<b>Review Date</b>	February 2017
<b>Associated Documents</b>	Procedures for Administering Medicines in Schools. Procedures for Safe Handling & Disposal of Needles & Syringes.

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## NATURE AND PURPOSE OF THE CATHOLIC SCHOOL

*Inspired by the message and example of Jesus Christ, Catholic schools live out a distinctive educational vision. Supported by the Catholic community of which they are a vital part, they invite students and their families into a faith-filled educational experience.*

*As a key ministry of parishes and the diocese, Catholic schools encourage and support parents in their responsibility for the faith formation of their children. This formation is supported by prayer and opportunities to participate in the life, mission and liturgy of the broader Catholic community.*

### *Our schools commit to:*

- *nurturing each individual's growth in faith and unique potential*
- *offering outstanding educational experiences founded on Catholic values*
- *fostering partnership between parents and staff in the education of their children*
- *creating communities of respect for each other, the wider society and the earth*
- *encouraging active engagement in social justice issues, the service of others and the promotion of peace.*

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*Catholic schools are part of a long tradition of Catholic education provided by religious and lay teachers in Australia and this diocese for over 180 years. They fulfil parents' rights to choose the schooling for their children which reflects their own values, beliefs and hopes.*

# ADMINISTERING MEDICINES IN SCHOOLS

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# 1 RATIONALE

*Catholic schools in the Diocese of Maitland-Newcastle aspire to recognise the individuality and dignity of each young person, and foster the development of each one's unique potential and spirituality.*

## **Strategic Plan 2010 to 2012 (p3)**

Arising from a school's duty of care, there will be occasions where administering medication is necessary to support students whilst they attend school or school related activities when support cannot be reasonably undertaken by parents or others. Arising out of this duty of care is the need to ensure the proper use of medication, safety of other students and provision of training for staff.

# 2 AIMS

This policy aims to;

- 1.1. Provide direction for school communities administering medication to students in their care.
- 1.2. Define the roles of groups administering medicines in schools

# 3 IMPLEMENTATION

- 3.1 It is the responsibility of the Principal or delegate to ensure this policy is implemented. In particular the responsibility requires appropriate storage and administering of medication and recording of individual details of medication taken by students. These records must be retained by the school. Ensuring suitable training of school personnel to administer medicines forms a critical part of this policy. The attendances at such courses by school staff must be recorded and kept in a school register.
- 3.2 This policy is supported by;
  - Procedures for Administering Medication in Schools (Catholic Schools Office (2011))
  - Procedure for Safe handling and Disposal of Needles and Syringes Catholic Schools Office (2011)
  - Anaphylaxis Guidelines for Schools (Second edition 2006)
  - Poisons and Therapeutic Goods Act (1966)
- 3.3 School staffs are required to have training in the use of administering medicines in schools. Such training will be ongoing. Further training may follow the enrolment of students requiring individual health care plans. Regular reviews of school protocols will be required for all staff in relation to administering medicines in schools.

- 3.4 The following organisations provide training and/or guidelines necessary to support professional development of staff;
- NSW Anaphylaxis Training Program Ph 9845 3501 or email [anaphylaxis@chw.edu.au](mailto:anaphylaxis@chw.edu.au). It is recommended that specialists training be conducted every two (2) years. However, schools can make decisions about the frequency of training on the basis of turnover of staff and enrolment requirements. Following initial training in the use of epi-pens retraining should take place at least every five (5) years.
  - CPR & Emergency Care – Royal Life Saving Society Australia: 02 9879 4699 for a list of accredited examiners in your area. Training in CPR & Emergency Care is required every 2 years.
  - National Asthma Foundation [www.nationalasthma.org.au](http://www.nationalasthma.org.au) provides resources for schools including templates for individual health plans in relation to asthma. The Asthma Foundation [www.asthmafoundation.org.au](http://www.asthmafoundation.org.au) provides free school seminars and supports schools gain accreditation as an Asthma Friendly School. Schools may avail themselves of these resources if needed.
  - Diabetes Australia provides resources and information for schools in relation to diabetes at [www.diabetesaustralia.com.au/en/Resources/Students--Teachers/](http://www.diabetesaustralia.com.au/en/Resources/Students--Teachers/) Schools may avail themselves of these when needed.
- 3.5 The Principal, after consultation with staff, will nominate one member of staff who will be responsible for the administration of medication in the school. In case of absence or emergency a reserve member of staff needs to be available.
- 3.6 Where no staff member is prepared to volunteer for non-emergency administration of prescribed medication or healthcare procedures and community resources cannot assist, the school must seek the advice of the appropriate Assistant Director.
- 3.7 Except in an emergency, a staff member administers prescribed medication to students on a voluntary basis. Any school staff member requested by a principal or their delegate to administer medication, in accordance with this policy, is acting in the course of their employment. Thus, should a student be injured or made ill as a result of the administration of medication, the staff are protected by the principle of vicarious liability in relation to personal injury proceedings. This means that unless the staff have deliberately injured the student, or behaved with reckless disregard for the student's safety, or directly acted outside the practices directed by the school for the administration of medication, the school will be liable for any injury caused by the negligence of the staff.
- 3.8 This policy assists the Enrolment Policy (Amended 2008), Learning Support Policy (2009) and the Guidelines for Enrolment of Students with Disabilities and / or Special Needs. All policies support procedures to assist schools develop an inclusive educational environment.

## 4 BUDGET

- 4.1 Where school support staff are required to administer medication or to perform or supervise health care procedures an allowance will be paid by the Catholic Schools Office. Costs associated with the supply of medication and the necessary equipment for administration are met by the parents.

## 5 EVALUATION

- 5.1 This policy will be evaluated in 2016. The review will be conducted giving due consideration to legislative requirements and input from schools. The review will be initiated by the Head of Employee Services.