

# St Francis of the Fields Primary School

## Medication to be given at School

In accordance with our "Duty of Care" teachers and staff are at all times required to safeguard children in our care. Staff are often asked by parents to administer medications and this is done in a manner that is appropriate, ensuring the safety of students, fulfilling the duty of care of staff.

Please note, wherever possible medications should be scheduled outside school hours.

Parents responsibility:

- When a parent/carer requests medications to be administered at school or during a school activity, a Medication Authorisation form must be completed. It is recommended that the form be completed by the student's medical or health practitioner. If this however cannot be provided the principal or delegate may agree that the form can be completed by parents/carers.
- Medications must be supplied in the original package and have a pharmacy label that matches the information included in this form. Medications which do not have a pharmacy label or are expired will not be administered.
- Over the Counter Medications including paracetamol or antihistamines are required to be in their original package and have a pharmacy label. A Medication Authorisation Form must be completed. Medications will not be administered beyond the instructions on the original packaging unless written instructions from a medical practitioner.
- Medications will only be administered after the parent/carer has administered the first dose of the medication to their child in case of an allergic reaction.
- Parents are responsible for providing accurate and up to date information about their child's medications and health needs.

Staff responsibility:

- Medications will be stored in a secure cabinet or if required in the medication fridge.
- School Nurse (Staff member at times) will administer medications from the Nurse's Office and log administration on form. Teachers will send the students (accompanied if req) at the appropriate time.
- School staff do not monitor the effects of medication and will seek medical assistance if concerned about a student's behaviour following medications.
- Parents/carers of students who require injections are required to meet with the Principal/School Nurse to discuss the matter.
- We collect personal and health information to plan for and support the health care needs of our students. Information will be used and disclosed in accordance with the St Francis Privacy Policy, Medication Authorisation Forms will be disposed of confidentially after 12 months.

Students with Asthma or Anaphylaxis do not require a Medication Authorisation Form.

Students with Asthma require an Asthma Management Plan and Students who are Anaphylactic require an ASCIA Anaphylaxis management plan or equivalent. Please upload these forms to PAM.

**Tim Moloney - Principal**

Updated July 2025

