



St. Francis Xavier's School Urana

Think, Speak and Act Like Christ

| Reviewed 2021 | Next Review 2026 |

Medication Distribution - Website

Administering Medication

No medication is to be given to a child without the written permission of a parent/guardian. Where possible, the Principal is to be informed in all cases of students who require medication during the school day.

The Principal should be assured that it is necessary for the student to consume medication during the school day.

If medication is to be taken during the school day the parent/guardian must complete a 'Notification and Request by Parent/Guardian for the Administration of Medication During School Hours' form which details

- name of student
- name of medication/s
- dosage
- frequency of administration
- contact person's name
- doctor's name (in case of emergency)

The medication is to be supplied in its original container. All prescribed medication is to be kept in the office area. The person administering the medication is to complete the associated "Medication Register".

An "Action Plan" devised by a student's doctor is to be available for those students who may require emergency assistance- e.g. asthma, anaphylaxis, epilepsy.

Supervision is to be arranged where a student self administers medication.

The school and CEDWW reserve the right to reconsider a student's attendance at school where a student has a medical condition which raises concerns of appropriateness for the student to be in attendance at the school or in the duty of care to others. The Principal may:-

- Require additional medical information
- Discuss with parents the ability of the school to meet the particular needs of the student

- Determine the capacity of the student to contribute to meeting his/her own needs. The Principal must make a recommendation to the Director of Schools who is to determine the attendance/non-attendance of a student who has a medical condition.

Alternative arrangements for dispensing medication may involve parents/guardians if suitable staff are not available.

Supervision is to be arranged where a student self- administers medication.