



# Stella Maris

## Catholic Primary School

113 OAK STREET, BEAUMARIS 3193 TELEPHONE 9589 2641 WWW.SMBEAUMARIS.CATHOLIC.EDU.AU

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### Medication Policy and Guidelines for Parents

#### At Stella Maris School, we endeavour to ensure that:

- Children are safe at all times and have no unsupervised access to medicines.
- Children who need regular preventative medication for chronic conditions such as ADHD or epilepsy receive their medication accurately at school.
- Children showing symptoms of illness such as runny nose, frequent coughing, fever or tiredness, are kept resting at home until they are well enough to participate fully in school activities.
- Children experiencing injury, headache or other pain that may need investigation or treatment are collected from school by parents or other responsible adults nominated by parents.

#### Medication that cannot be administered at school:

The following medicines cannot normally\* be administered by school staff and class teachers cannot accept them.

- Cough syrups
- Analgesics (Panadol, Aspro, cold and flu medicines etc)
- Antibiotics (Please see your Pharmacist for assistance in planning this)

Parents or caregivers are able to administer such medicines to their own child at school, if necessary.

\*In unusual circumstances, parents should contact the school office regarding their child's health and medication needs.

#### Medication that can be administered at school:

Medication permission forms (Office Medication Form) for unusual circumstances will need to be completed at the office.

Staff can direct parents to the office for clarification.

Class teachers can accept preventative medication for children with:

- ADHD
- Epilepsy
- Asthma
- Allergies
- Epipens
- Other chronic conditions



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### **Medication Procedures:**

#### Parents' Responsibilities

- Parents must deliver all authorised medication to the school office & notify class teacher. Children must not be responsible for delivering their own medication to their teacher.
- All medication must be placed within a sealed container. The container must be marked with the child's name, the name of the medication, the dose required and the time it should be taken.
- Where regular, daily medication is required, a sectioned container should be used with the correct dose for each day placed in the appropriate section. The container must be marked as above.

Where a child is absent during the week and medication remains in the container, the medication will be removed and stored in the office before sending the empty container home with the child on Fridays. Parents should collect the excess medication in person.

#### **Drugs to Control Allergic Reaction**

Some children may need prompt medication in the event of an allergic reaction e.g. bee stings. Parents should bring the necessary medication to the class teacher at the commencement of each year and follow the Medication Procedures outlined above.

This policy was ratified in September 2008

This policy was updated in 2021

This policy will be reviewed in each School Review Year