



# St Joseph's Memorial School Medical Action Plan / Medication

## **MEDICAL ACTION PLANS/MEDICATION**

Student's diagnosed with certain medical conditions such as asthma or anaphylaxis will be required to provide the school with an action plan that has been completed by your child's medical practitioner.

If your child requires the administration of medication by a member of staff, the procedures followed by the School are:

- 1.** Medication must be handed in at the Front Office in the morning before school. Medication will be administered by Education Support Officers. Please do not give medication to your child's teacher.
- 2.** Parents must request administration of the medication in writing (forms are available from the Front Office) and issue full instructions. Medication must be in the original container, clearly marked with the child's name, dose, time to be administered etc. Doctors or chemists will usually supply an extra medicine bottle or box if requested. Any change in instructions and/or dosage must be in writing, signed and dated by the parent.
- 3.** The ESO will ensure all medication administered is recorded with dosage, time and date of administration and signed by the person administering.
- 4.** For security and safety reasons all medication is stored in a locked cupboard in the First Aid Room. Medication must not be kept in school bags, desks, classroom etc. (The only exception is where a student's safety would be at risk if he/she were not carrying his or her own medication according to the child's specific Action Plan.)
- 5.** While it is reasonable for a staff member to remind a child wherever possible to report to the office for medication, the School does not accept responsibility for missed doses of medication.
- 6.** It is not possible to give a guarantee that medication will be given at exactly the prescribed time. However, Staff will do their best to administer the medication as close to the prescribed time as possible.
- 7.** Parents will be contacted by a member of the School Staff if, for some reason, a question arises as to whether a dose of the medication should be given in a particular instance. If you are not contactable we reserve the right to contact your medical practitioner or failing that doctor being available, a medical practitioner of the School's choosing for guidance
- 8.** Staff are not able to monitor the outcomes following administration of medication. It is not within their area of expertise. Please do not ask staff members to comment on your

child's reaction to medication or ask staff to make judgements about your child's state of health or about your child's performance following medication etc. Staff can only comment on whether or not your child has received the medication in accordance with your instructions. Obviously, if staff become concerned that your child is ill, you will be immediately contacted.

9. All parents/guardians must complete a General Permission Form at the time of enrolment and update it each year when a printout of information will be sent home. This must also be updated whenever there is a change in the student's medical condition. Please advise the office promptly of any changes to home or work addresses, phone numbers and emergency contact numbers

#### Revision Record

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