

Medication and First Aid Procedures



Our Lady of Fatima School

1. Purpose

Our Lady of Fatima School prioritises the safety and wellbeing of all students and is committed to promoting and supporting safe and inclusive learning environments. Catholic schools ensure the appropriate and responsible use of medicinal drugs and prohibits the possession, use, and/or distribution of illegal drugs, alcohol, tobacco products or drug/smoking-related equipment. When students require individual support or intervention due to health, Catholic schools ensure students have individual management plans, co-designed with relevant health professionals. CEWA employees are appropriately trained and competent in matters relating to student safety and health.

SOURCES OF AUTHORITY	
CECWA Policy	Community Policy
Executive Directive	Administration of Medication

2. Scope

These guidelines apply to all students in Pre-Kindergarten to Year 6.

3. Procedures

Parents/Carers:

- Administer student medication at home at times other than during school hours where possible.
- Understand that no medication will be administered in school hours except by prior written agreement– complete a *Request to Administer Medication Form* (appendix 1).
- If a child has medication needs, complete (choose the most relevant) and return to school administration with the required medication:
 1. Short-term medication needs: *Request to Administer Medication Form*.
 2. Longer term medication needs: *Request to Administer Medication Form*, plus the following:

- Diabetes: *Diabetes Management Plan* from Diabetes WA
<https://www.diabeteswa.com.au/professionals/training/diabetes-awareness-in-schools-2/diabetes-action-and-management-plans/>.
 - Anaphylaxis: Anaphylaxis Action Plan from the Australian Society of Clinical Immunology and Allergy (ASCIA) <https://allergy.org.au/hp/ascia-plans-action-and-treatment/>. Please note: ASCIA Action Plans do not expire, and the recommended review date is a guide for patients to see their doctor or nurse practitioner.
 - Asthma: *Asthma Action Plan* from National Asthma Council Australia
<https://www.nationalasthma.org.au/living-with-asthma/resources/health-professionals/asthma-action-plans/hp-asthma-action-plans-by-national-asthma-council-australia>.
 - Epilepsy: *Epilepsy Management Plan* from Epilepsy WA
<https://www.epilepsywa.asn.au/care-plans/>
- Ensure that all medication is labelled correctly, is not out of date, and sufficient quantities are supplied for the student's needs. All medication should be in original packaging, clearly showing the name of the medication, student's name, dosage, expiry date and frequency of the dosage.
 - Inform the school administration if there are any changes to the health needs or medication requirements of a child.
 - Educate the child about their allergies and how to minimise the risk of exposure (e.g., not sharing food if allergic to food, or taking precautions when outdoors if allergic to insects) if applicable.
 - A student can self-administer medication if the Principal is satisfied that:
 1. A medical practitioner has authorised in writing the student to do so.
 2. A parent has consented in writing to the self-administration if the student is under 18.
 3. The medication is recorded, as per appendix 1.
 4. The student understands the dosage, frequency, signs of, and response to, any adverse reaction to the medication.
 5. The student can safely administer the medication without risk to other students or staff.
 6. The Principal has notified relevant staff that the student is self-administering and to monitor and immediately report any side-effects.
 7. The student understands they must immediately report any side effects.
 8. The student can do so in a private and dignified manner.

Administration Officer:

- Seek information from the parent/carer about medical needs that affect their child on enrolment (*Student Information Form*) and as part of regular health updates. Ensure this information is regularly updated on AoS and SEQTA and retain signed, hard copies of all documentation including immunisation records on the student's school profile.
- Ensure that the parent/carer supplies the school with a *Request to Administer Medication Form* or an up-to-date action plan completed by the student's doctor or nurse practitioner.

- Safely store medication with *Request to Administer Medication Form* or action plan in student boxes in the medical cupboard in the sickbay. Access is restricted to staff only. Medication is stored in accordance with the prescription or the label.
- Safely store all controlled substances (such as Ritalin, dexamphetamine, oxycodone, fentanyl) with *Request to Administer Medication Form* in locked administration cupboard. Access is restricted to administration staff only.
- Inform teachers of student medical needs and associated documentation and ensure a copy is included in the relief files.
- Accurately record medication given to students. For controlled substances, ensure the administration of medication is witnessed and co-signed on the *Record of Health Care/ Administration of Medication Form*.
- Check completion of and file all *First Aid Treatment Forms*.
- Regularly check and update first aid supplies.

School Staff:

- Know which students have medical needs and be familiar with action plans/ medication requirements.
- Plan ahead for special activities (e.g., art, cooking, sport days, special occasions, incursions and excursions) and liaise with parents/guardians in advance. Students who require health care support may be at increased risk when engaged in off-site activities such as excursions and camps. When planning these activities, health care plans should be reviewed in the context of the particular activity. Ensure medical boxes/ first aid kits go on excursions.
- Avoid the use of food treats in class or as rewards.
- Be aware of the possibility of hidden allergens in foods, particularly in art or cooking classes.
- Inform the Administration Officer if first aid equipment runs low.
- When on duty, be vigilant and step into any situation that can be seen as unsafe play, redirecting the student to other play areas after warning of the possible danger/s.
- For first aid:
 - If an incident occurs on duty, the staff member assesses any injuries and determines if first aid is required in the administration.
 - First aider assesses the student and follows first aid procedures to determine if further treatment/parent contact is required.
 - Staff member on duty completes the first part of the *First Aid Treatment Form* detailing the incident and the first aider completes the rest of the form. This is then signed by the Principal. Completed form is given to the Administration Officer.
 - Staff member on duty informs class teacher of the incident.
 - Parents/carers will be notified by phone if the injury is more than a simple graze or knock. Parents/ carers will be notified if students have sustained any head/eye injuries.

Principal:

- For students whose health care needs can be supported using the resources available to the school:

- Request parents/guardians to complete a standardised management and emergency response plan, or provide an alternative plan from their child’s medical practitioner;
- Manage the implementation and updating of student health care plans; and
- Arrange the training necessary to enable staff to support student health care- verify that an adequate number of staff have completed training in first aid, asthma and anaphylaxis.
- Encourage parents/guardians to work in partnership and cooperate in providing the necessary health information and/or medication required.
- Manage confidentiality of student health care information.
- If the incident is deemed a *Reportable Incident*, complete required documentation to notify Catholic Education Western Australia.

Authorised by	Jacinta Petersen	Signature	
		Date	1 July 2022 Updated 10 October 2025
Effective Date	Term 1 2022	Next Review	1 July 2025



REQUEST TO ADMINISTER MEDICATION

(To be completed by parent/guardian for any medication to be given to their child)

1. Where possible, student medication should be administered by parents at home at times other than during school hours.
2. No medication will be administered in school hours except by prior written agreement. The parent's written authorisation must be sighted.
3. It is the responsibility of parents to ensure that all prescribed medications are contained in properly labelled containers showing the name of the medication, student's name, student's class, dosage, frequency and the expiry date and to ensure that all medications are kept up to date.
4. The school will store medications securely. Medication is stored in accordance with the prescription or the label.
5. A designated staff member must monitor student self-administration of medication, which will be documented.
6. Action plans for conditions such as asthma and anaphylaxis must be signed by your doctor as required.
7. A new request/record agreement will be required if:
 - the dose or medication type is altered;
 - the regime is re-started/continues following the expiration of this request;
 - at the beginning of each new calendar year.
8. It is the responsibility of the parent/guardian to ensure medication is replaced before the expiry date, as staff cannot administer medications which are past their expiry date. The parent must immediately notify any changes in medication or dosage.
9. Please ensure writing below is legible.
10. A separate form is to be completed for each medication to be administered.

Name of Student:	
Name of Parent/Caregiver:	
Parent Contact Information:	
Date of Birth:	Name of Prescribing Healthcare Practitioner:
Medical Practice Details:	
Medical Condition Being Treated:	
Name of Medication:	Expiry:
Dosage:	Frequency/ Time(s) to be taken:
Route of Administration:	
Original Script or Authority Sighted and Copy Attached: Yes No	
Reason for Medication:	

Administration Instructions:
Possible Side Effects:
Allergies or Other Medications:
Commencement date (i.e., current date):
Conclusion date (e.g., date or “until further notice”):
Emergency Contact Name:
Emergency Contact Phone Number:

Parent/guardian signature:

Date:

Principal signature:

Date:

Designated staff member signature:

Date: