



## CHRIST THE KING SCHOOL

York Street, Beaconsfield 6162, Western Australia  
PO Box 213, South Fremantle 6162, Western Australia  
Telephone: 08 9487 9900  
Email: admin@ctk.wa.edu.au

---

# Christ the King School

## ADMINISTRATION OF MEDICATIONS TO STUDENTS SCHOOL BASED PROCEDURE

---

### 1. Aim

Clear practices and procedures for administration of medications to students.

The Executive Directive – Student Safety, Wellbeing and Behaviour guides the creation of cultures of safety and wellbeing where students feel safe and can flourish in their learning and development. The Executive Directive ensures all CEWA employees have the knowledge and skills to promote student wellbeing and respond and intervene in matters where the behaviour, safety or mental health of students is concerned.

CEWA ensures 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.

The principal must ensure staff follow *the Guidelines for the Administration of Medication and Provision of Health Care to Students (Tbd 2021)*.

Sources of Authority	
CECWA Policy	Community Policy Directives – Health 5.5.1 Staff must follow the Guidelines for administration of Medication and provision of health care to students.
Executive Directive	Student Safety Wellbeing and Behaviour

### 2. Scope

Students who require medication to be administered during school hours.

### 3. Procedure

In line with the CEWA policy, all decisions regarding the storage and administration of medication will be the responsibility of the Principal. The following guidelines have been taken into account to help the Principal to formulate a school-based procedure.

1. Approval for school staff to administer medication or supervise the administration of medication by students, along with the safe storage of all medication, is the responsibility of the Principal.
2. Where an agreement has been reached between the Principal, parents/guardians and the school staff, the school staff may administer or supervise the administration of the medication by the student.
3. The degree of assistance offered by the school for students who require medication will depend on:
  - the ability of the school staff to meet the particular medical needs of the student
  - the contribution toward care that may be provided by the student (as in self-administration), parents/guardians, school staff and other community assistance organisations
  - the degree of specialist skills and training required by the school staff to meet the particular medical and health care needs of the student.
4. It should also be recognised that:
  - some students have a need to access medication on a regular basis for medical conditions
  - the presence of various quantities of drugs within the school may cause problems and needs to be monitored
  - assistance that can be offered by staff will be limited to their knowledge, skill and resources
  - all information should be treated in a confidential manner

### **PROCEDURE**

1. **Non-prescriptive pain suppressants** (aspirin, paracetamol, etc.) will not be administered to students by staff without the written permission of the student's parent/guardian. (The parent/guardian is responsible for the supply of any medication). It should be noted also that aspirin can only be administered to students with a medical practitioner's written instruction because of the development of Reye's Syndrome (a potentially fatal disease in childhood).
2. **Prescribed Medication**  
The misuse of prescribed medication can place the user in serious and in some instances, in a life-threatening situation.

**Please Note:**

- Parents/guardians must provide written authority for school staff to administer the prescribed medication.
- Parents/guardians are responsible for advising the Principal, in writing, of any specific requirements when administering the medication. This should include details from the medical practitioner regarding the circumstances for use.
- School staff are only to administer medication in accordance with the medical practitioner’s instructions.
- The Principal must ensure that a student’s medical condition and the medication for that condition is brought to the attention of all staff who have the student under their care.
- Bulk quantities of medication **will not** be left on the school premises and all medication will be removed from the school premises at the end of each term.

**3. Storage of Medication**

The prescribed medication will be stored at the school office **OR** in the case of Pre-Kindy, Kindy or Pre-Primary children, at the Pre-Primary Centre, and access will be restricted to authorised personnel. All medication must be appropriately packaged, clearly show the name of the medication, student’s name, dosage and frequency of the dosage.

It should be noted that it is the parent/guardian’s responsibility to ensure that all medication is labeled correctly, is not out of date and sufficient quantities are supplied for the student’s needs.

Students are not to carry medication around in their pockets **OR** leave medication in their bags or desks because of the likelihood of other children having access to the medication.

In many cases, depending on the age/awareness factors and with parent’s permission, children will be allowed to self-administer, but in the presence of a staff member. This is particularly appropriate with ‘puffers’ for asthmatics.

**4. Records**

Christ the King School will maintain the appropriate documentation and store it safely as per archived years of record.

Authorised by	Andrew Kelly	Signature:	
		Date:	15.07.22
Effective Date:	15.07.2022	Next Review:	2022
Effective Date as school policy	Pre 2019		