



ST MUNCHIN'S CATHOLIC SCHOOL

PARENT HANDBOOK

St Munchin's Catholic School Health Policy

Revised

2013

Immunisation

The immunisation status of each child will be checked upon entry into Kindy, Pre-Primary and Primary School.

ADMINISTRATION OF MEDICATION TO STUDENTS

As a result of the increased number of children in schools being prescribed medications on a long and short-term basis, the educational, medical and legal authorities have been up-dating recommendations on practices and procedures for administration of medication in schools.

In line with the Catholic Education Office 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 policy.

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 organizations.
 - 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 recognized 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.

POLICY

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, or 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 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 medications will be removed from the school premises at the end of each term.

3. **Storage of Medication.** The medication will be stored at the school office OR in the staffroom fridge and access will be restricted to authorized personnel. All medication must be appropriately packaged, clearly show the name of the medication, student's name, dosage and frequency of the dosage.

- 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.

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SCHOOL MOTTO "Follow Truth"



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Where possible, student medication should be administered by the parent/guardian at home in times outside school hours. As this is not possible in all instances, school staff, in consultation with the Principal, will administer prescribed medication to the students. The following requirements are to be met:

- The Doctor prescribing the medication must be aware that school staff will administer or supervise the administering of medication to the student.
- The Doctor is to provide any additional information to staff regarding special requirements that may exist for the administration of the medication.
- Prescribed student medication is to be presented to the Principal (or their nominated representative).
- All student medication must be appropriately packaged, clearly show the name of the medication, student's name, dosage, and frequency of dosage.
- Parent/Guardians must ensure that all medication is labelled correctly, is not out of date and sufficient quantities are supplied for the student's medical requirements.

4. Records.

St Munchin's School will maintain the appropriate documentation and store it safely until the student's 25th birthday.

CONTAGIOUS DISEASES

In the interest of the health of all children, there are some diseases which require that affected children are excluded from school.

In none of these common diseases is it necessary for contacts (e.g. brothers, sisters, playmates, etc) to be excluded from school unless they show signs of the disease. Any doubt should be referred to the school principal.

Common diseases or conditions which require exclusion from classes are as follows:-

- Chicken Pox
- Measles
- Head Lice
- Σχηοολ Σορεσ (Ιμπετιγο)
- Mumps
- Ringworm
- Rubella (German Measles)
- Whooping Cough

Sick Students

The sick bay is intended for temporary ailments only. Parents will be contacted if the child is unable to continue with school work. Parent's emergency contact details need be to be kept current in case their child is sick or injured at school. Please do not send children to school if they are unwell as this results in your child being upset and spreads the illness and infection to other students and teachers.

School Children Insurance

All children attending St Munchin's Catholic School are covered by a 24 hour Accident Insurance Scheme. This cost is included in the annual school fees. Please contact the School Office during school hours for further information.

ASTHMA

A current Medical Alert form must be completed by the parent at the beginning of each school year.

ANAPHYLAXIS

If your child is at school and is at risk of anaphylaxis, you must:

- Inform staff of the diagnosis and its cause and immediately inform staff of any changes to this diagnosis.
- Discuss prevention strategies with staff.
- Work with staff to develop an anaphylaxis management plan.
- Complete the School Student Medication Request and Record Form.
- Provide the school with an up-to-date Anaphylaxis Action Plan
- Supply the child's EpiPen before the child commences the current school year and replace it before it expires or after it has been used.
- Attend a training and/or information session within the school, where possible.