



**PERTH WALDORF
SCHOOL**
Steiner Education

Bibra Lake & Parkerville Campus

Medication Administering Policy and Procedures

V5.0
website

Medication Administering Policy and Procedures	
Date first approved:	2017
Date of effect/ approved by Council	May 2021, February 2022
Date last amended:	December 2021
Date of next review:	May 2023
Compliance interactions: and Internal Policy	Kindy Parent Handbook Parkerville Campus Parent Handbook Primary Parent Handbook High School Parent Handbook
Delegated Policy Owner (Custodian)	School administrator & First Aid Officer
Procedures and forms:	Appendix 1: Student Medication Request
Supporting documents:	Not applicable
PWS Website:	Yes (and Appendix 1 as a separate form)
Links:	Not applicable
Legislation:	Disability Discrimination Act 1992 (Cth) School Education Act 1999, Western Australia, Sections 22-28 (the Act) School Education Regulations 2000 – Part 2 WA Public Health Act 2016
Circulation:	Pabulum newsletter, staff newsletter
Feedback:	pws@pws.wa.edu.au
Review/stakeholders:	Compliance Coordinator

CONTENTS

	PAGE
Policy	1
Administration of Medication	1
Action Plans	1
Bibra Lake Campus - Special Cases:	1
Allergies	1
Diabetes	2
Behaviour Modification	2
Non-Oral Medication	2
Parkerville Campus - Special Cases:	2
Allergies	2
Diabetes	2
Behaviour Modification	3
Non-Oral Medication	3
Appendix 1: Student Medication Request Form	4

Policy

Perth Waldorf School promotes student health and works in collaboration with parents and staff to manage student health care needs.

Within the context of the schools' resources and the assistance available from specialist services, PWS endeavours to identify and minimise health risks.

Administration of Medication

Where possible, student medication should be administered by parents at home at times other than during school hours. No medication will be administered in school hours except by prior written agreement. Parents need to have a conversation with the teacher/guardian about the child's condition, and if the teacher/guardian is in agreement, supply the clearly labelled medication along with the Student Medication Request Form (Appendix 1).

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. Teachers/Guardians will store medications securely.

Action Plans for on-going conditions such as Asthma and Anaphylaxis must be signed by your doctor each year.

Bibra Lake Campus - Special Cases

Allergies

- Procedures for dealing with allergies to bee stings etc. must be recorded in an ASCIA Action Plan completed by the child's doctor. A copy will be given to the Class Teacher/Guardian and other copies will be displayed in the First Aid room and in the Relief Folder kept in each Kindy and primary classroom and the High School staff room and High School office;
- A list of children with allergies to bee stings etc. will be established and filed in the office. The required treatment will be indicated next to the child's name. When a new child is added to the list then all relevant teachers/guardians will be notified, given a copy of the child's ASCIA Action Plan and an appropriate management plan will be put in place for that child in consultation with the parent;
- Copies of this list will be displayed in the First Aid Room and the Relief Folder kept in each Kindy and primary classroom and in the High School staff room and High School office;
- An EPI pen will be kept in the First Aid room along with the ASCIA plan;
- If a child goes into anaphylactic shock then an ambulance will be called and instructions given by the WA Ambulance Service will be followed;
- The parents will be notified that an anaphylactic event has occurred and told where their child has been taken.

Diabetes

- A parent whose child suffers from diabetes will need to discuss their child's condition and management plan with the School Office/High School Office, relevant Faculty Coordinator and Class Teacher/Guardian;
- The child's name will be added to the First Aid Room and Class and in the High School staff room and High School office.

Behaviour Modification

- A parent whose child has been prescribed behaviour modification medication (e.g. Ritalin) will need to discuss the administration of the medication with the Faculty Coordinator and the Class Teacher/Guardian;
- If the medication is to be administered outside school hours (e.g. before school) and it is missed then the Class Teacher/Guardian must be notified as soon as possible by the parent.

Non-Oral Medication

- When medication is to be administered, other than orally (e.g. needles), an appointment must be made with the Faculty Coordinator and Class Teacher/Guardian to discuss the special requirements of the procedure;
- The Faculty Coordinator and Class Teacher/Guardian will discuss the situation with staff to see if anyone is qualified and prepared to be involved in the procedure.

Parkerville Campus - Special Cases

Allergies

- Procedures for dealing with allergies to bee stings etc. must be recorded in an ASCIA Action Plan completed by the child's doctor. A copy will be given to the Class Teacher/Guardian and other copies will be displayed in the admin building and in the Relief Folder kept in each classroom;
- A list of children with allergies to bee stings etc. will be established and filed in the office. The required treatment will be indicated next to the child's name. When a new child is added to the list then all relevant teachers/guardians will be notified, given a copy of the child's ASCIA Action Plan and an appropriate management plan will be put in place for that child in consultation with the parent;
- Copies of this list will be displayed in the Classroom and the Relief Folder for each classroom;
- An EPI pen will be kept in the office along with the ASCIA plan;
- If a child goes into anaphylactic shock then an ambulance will be called and instructions given by the WA Ambulance Service will be followed;
- The parents will be notified that an anaphylactic event has occurred and told where their child has been taken.

Diabetes

- A parent whose child suffers from diabetes will need to discuss their child's condition and management plan with the School Office, relevant Faculty Coordinator and Class Teacher;
- The child's name will be added to the Class.

Behaviour Modification

- A parent whose child has been prescribed behaviour modification medication (e.g. Ritalin) will need to discuss the administration of the medication with the Faculty Coordinator and the Class Teacher;
- If the medication is to be administered outside school hours (e.g. before school) and it is missed then the Class Teacher must be notified as soon as possible by the parent.

Non-Oral Medication

- When medication is to be administered, other than orally (e.g. needles), an appointment must be made with the Faculty Coordinator and Class Teacher/Guardian to discuss the special requirements of the procedure;
- The Faculty Coordinator and Class Teacher/Guardian will discuss the situation with staff to see if anyone is qualified and prepared to be involved in the procedure.

Appendix 1



**PERTH WALDORF
SCHOOL**
Steiner Education

STUDENT MEDICATION REQUEST

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

NOTE:

Where possible, student medication should be administered by parents at home at times other than during school hours. No medication will be administered in school hours except by prior written agreement. Parents need to have a conversation with the teacher/guardian about the student's condition, and if the teacher/guardian is in agreement, supply the clearly labelled medication along with the Student Medication Request Form (available from the school's website, reception or the High School office).

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. Teachers/Guardians will store medications securely.

Action Plans for on-going conditions such as Asthma and Anaphylaxis must be signed by your doctor each year.

(Please print CLEARLY)

Name of parent/guardian _____

Name of Student _____ Class _____

Date of Birth _____ Current School: PERTH WALDORF SCHOOL

Name of prescribing doctor (if applicable) _____

Medical condition being treated _____

Name of first medication _____ Expiry Date _____

Dose _____ Time/s to be taken _____

Name of second medication (if applicable) _____ Expiry Date _____

Dose _____ Time/s to be taken _____

Commencement date (ie: current date) _____

Conclusion date (eg: date or "until further notice") _____

NOTES: A NEW REQUEST/RECORD AGREEMENT WILL BE REQUIRED IF:

- the dose or medication type is altered;
- the regime is re-started following the expiration of this order;
- At the beginning of each NEW calendar year;

***It is the responsibility of the parent/guardian to provide the correct drug properly labelled.
Improperly labelled drugs will not be administered.***

***It is also 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.***

Parent / guardian signature

Date