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# Medication policy

## **BASIC BELIEFS**

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

## **AIMS**

To ensure that medications are administered appropriately to students in our care.

## **GUIDELINES FOR ACTION**

- Students who are unwell should not attend school.
- The nominated First Aid Officer will administer all medication unless it is required outside of her hours. In the case of the first aid officer being absent, medications will be administered from the General Office.
- Parents must provide written permission for medication to be administered on the College medication form.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented and must be stored in the locked first aid cabinet or office refrigerator, whichever is most appropriate.
- Students involved in camps or excursions will be discreetly administered prescribed medications by the “Teacher in Charge” in a manner consistent with the above procedures.
- Non-prescribed oral medications (e.g. paracetamol) will not be provided by the College. Students complaining of a headache or other associated symptoms, will have parents/guardians contacted. Paracetamol is to be supplied by parents. Refer to excursion & camps policy for administering of paracetamol on camp.
- At the commencement of each year, requests for updated medical information will be sent home including requests for any Asthma Management Plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. The school nurse in conjunction with the first aid officer will be responsible for this. Asthma medication should be stored with the nominated first aid office along with the Asthma Management Plan and completed medication proforma.
- Students with severe allergies, should have appropriate medication stored at school in case of an allergic or anaphylactic reaction, together with a clear written management plan.
- A list of students with medical conditions will be provided to all staff.
- Students who have a medical condition or illness will have an individual medical management plan written, completed and signed by the parent/care-giver in consultation with their medical Doctor and include:
  - The usual medical treatment needed by the students at school/school activities
  - The medical treatment and action needed if the student’s condition deteriorates.
  - The name, address and telephone numbers for an emergency contact and the student’s doctor.
  - The medical management plan will be kept with the student’s records and a copy kept in the first-aid room and a copy will be distributed to the relevant teachers at the commencement of each school year.
  - Staff will be made aware at staff meetings of students who have individual medication management plans.
  - Individual medication management plans will be kept in the CRT folder for use by casual relief teachers.