



# ADMINISTERING MEDICATION (2014)

Note: The First Aid Policy (2014) is the related overarching policy. Related policies include: Administering Medication (2014), Anaphylaxis Guidelines (2014) and Asthma Guidelines (2014).

## RATIONALE

Arising from the duty of care that schools owe to their students, there will be occasions when the administration of medication is necessary to support students during the course of a normal school day or in school activities outside of normal school hours. While students may require medication for reasons of health, sometimes medication will be necessary to assist learning or to modify behaviour.

## GUIDING PRINCIPLES

- Parents/ carers should avoid providing students with medication at school, unless on doctor's advice
- No medication should be brought to school without the Office being informed and without written permission from a parent/carer
- All medication should be kept in a central location (unless permission has been given by the Principal)
- Medication must be supplied by parent/carer in the original container, clearly marked with the student's name, the name of the drug, dosage, frequency of administration, prescribing doctor's name and expiry date
- It is the responsibility of the Principal to ensure that each time medication is administered a record of: date, time, name of student, type of medication, dosage and the name of the person administering the medication is recorded in the student's records on Sentral
- The Principal will nominate at least two members of staff who generally will be responsible for the administration of medication in the school
- Staff organising off-site school events (e.g. excursions, Retreats or sport) must check if medication is required for any student attending
- Students found to have medication with them at school that has not been approved via the processes outlined in this policy may face disciplinary action.
- Parents/carers should be regularly informed of the school's policy in regard to the administration of medication

## PROCEDURES

### Administration of Non-Prescribed Medication

- The only non-prescribed medication that can be administered at school is paracetamol. This is only allowed if the parent/carer indicated this on the enrolment form OR provides written permission to the Office at a subsequent date
- Students should not carry paracetamol with them without gaining permission (as per

processes in this policy)

### **Administration of Prescribed Medication**

- Appropriate equipment for administration, if required (e.g. medication measures), should be supplied by parents
- Prescribed medication required by students must be accessible to them as and when required, both at the school campus and whilst on excursions, sports days, camps etc
- Where possible, no member of the school staff should administer medication to a student unless the nature and dosage of the medication and the identity of the student have been checked by a second adult person, to ensure that the medication is in accordance with the directions given by the student's parent or carer. Particular attention should be paid to these requirements when students are working outside the usual classroom situation (e.g. whilst on excursion). These directions should be in writing and to be endorsed by supervising teacher
- In secondary schools, it is reasonable to expect students to present themselves at the appropriate time and place for their prescribed medication

## Appendix I

### Prescribed Medication at School - Letter

Date

Dear

You have indicated on [STUDENT'S NAME]'s enrolment form that your child has a prescribed medication. While the main role of the school is to provide education, we want to work with you to keep your child healthy and safe at school. If prescribed medication is required to be administered at school (or when involved in school activities, e.g. a school excursion) it is important that we are aware of these needs.

Please complete the attached form *Prescribed Medication at School*, on the basis of information provided by your medical practitioner and return it to the College as soon as possible.

Please advise the College at any time if there are changes in the information about your child's health care needs. (e.g. If you child is no longer receiving medication).

Yours sincerely

Mr David Fetterplace  
Principal



## **Administration of Prescribed Medication at School**

### **GUIDING PRINCIPLES**

- It is compulsory that the College be notified if a student requires prescribed medication at school
- Parents/ carers should avoid providing students with medication at school, unless on doctor's advice
- No medication should be brought to school without the Office being informed and without written permission from a parent/carer
- All medication should be kept in a central location (unless permission has been given by the Principal)
- Medication must be supplied by parent/carer in the original container, clearly marked with the student's name, the name of the drug, dosage, frequency of administration, prescribing doctor's name and expiry date
- It is the responsibility of the Principal to ensure that each time medication is administered a record of: date, time, name of student, type of medication, dosage and the name of the person administering the medication is recorded in the student's records on Sentral
- The Principal will nominate at least two members of staff who generally will be responsible for the administration of medication in the school
- Staff organising off-site school events (e.g. excursions, Retreats or sport) must check if medication is required for any student attending
- Students found to have medication with them at school that has not been approved via the processes outlined in this policy may face disciplinary action.
- Parents/carers should be regularly informed of the school's policy in regard to the administration of medication

**If you son/daughter needs to take prescribed medication at school, please complete the form on the back of this page and return to the College Office ASAP.**

# PRESCRIBED MEDICATION AT SCHOOL FORM

- *If your child is to take more than one prescribed medication, please attach a separate request for each.*
  - *Documents can be stapled to this form if it is felt more information needs to be supplied (e.g. pre-existing conditions)*
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**Name of prescribed medication:**

**Prescribed for (name of medical condition):**

**Prescribed dosage:**

**Expiry date of the medication (if known):**

**Are you aware of any likely side effects from the prescribed medication?**

**Yes**  **No** If Yes, Please provide more information:

## ADMINISTERING MEDICATION AT SCHOOL

**Would you like the principal to consider a request for your child to carry and administer their own medication?** (Usually restricted to such cases as: Asthma, Anaphylaxis, Epilepsy, and pancreatic enzymes for Cystic Fibrosis etc.)

**Yes**  **No**

*NOTE: You still may be asked to provide the school with an additional supply of the medication for storage in a central location within the school, depending on the condition*

**If Yes, please describe where and how your child will carry this medication** (For example, my child will carry it on their person or in a medical pouch; in their pocket):

**If No, what are your instructions in terms of trained Office Staff administering prescribed medication at school?**

(E.g. recess and lunch; must be taken with food or with a glass of water, etc. You may like to include information about how you support your child at home to administer their medication):

**Special storage requirements if any** (e.g. in refrigerator):