



St Maroun's College



Medication Policy



St Maroun's College policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

St Maroun's College Anti-Bullying Policy

St Maroun's College Attendance Policy

St Maroun's College Bus Travel Policy

St Maroun's College Child Protection Policy

St Maroun's College Code of Conduct

St Maroun's College Community Consultation Policy

St Maroun's College Complaints and Grievance Policy

St Maroun's College Consultation Policy

St Maroun's College Discrimination, Harassment and Bullying Policy

St Maroun's College Duty of Care Policy

St Maroun's College Excursion Policy

St Maroun's College Facilities Policy

St Maroun's College First Aid and Medication Policy

St Maroun's College Homework Policy

St Maroun's College Learning Support Policy

St Maroun's College Playground Supervision Policy

St Maroun's College Sports Handbook and Policy

St Maroun's College Risk Management Policy

St Maroun's College Suspension and Expulsion Policy

St Maroun's College Student Development Policy

St Maroun's College Work Health and Safety Policy



St Maroun's College Medication Policy

INTRODUCTION AND PURPOSE

The purpose of this Policy is to establish a framework and provide directions for the administration of medication to students at St Maroun's College.

St Maroun's College acknowledges that the dignity, safety and well-being of students are central to the values underpinning the school. The College also recognises that it is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety, privacy and welfare of students enrolled at the College. It also acknowledges that, arising from the common law 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 normal College activities.

To meet its obligations this College is committed to:

- Providing practical support for the parents/caregivers of students who require medication during school activities
- Maximising the opportunities for participation in College activities of students who require medication or special procedures for managing a health condition
- Optimising the health, safety and wellbeing of all students

A DEFINITION

Medication refers to medication prescribed by or used on the advice of a medical practitioner and which is considered essential to be administered at the College for a student to achieve optimum health and to participate fully in school life. Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), or other conditions diagnosed by a medical practitioner.

RESPONSIBILITIES OF PARENTS

Parents are responsible for:

- Advising the College of the student's need for prescribed medication
- Ensuring any change to this advice is notified immediately to the College
- Obtaining the relevant medication forms from the College and arranging for their completion and return
- Providing the medication in the original labelled container to the First Aid Officer
- Ensuring the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken
- Collaborating with the College in working out arrangements for the supply and administration of the prescribed medication
- Providing a request by parents and written instructions from a medical practitioner for medication that is not obtained on prescription, indicating:
 - Name of student
 - Condition for which the medication is required
 - Guidelines for administration

RESPONSIBILITIES OF THE COLLEGE

The College is responsible for:

- Informing the College community of College procedures for the administration of medication and the management of health conditions
- Providing parents with relevant medication forms for completion (Medication Administration Authority)
- Providing information to and training for staff on the administration of medication for the health conditions about which parents have notified the College
- Developing a management plan (in consultation with parents) for students who require long term medication or management of a health condition at the College (Individual Health Care Plan)
- Developing a safe system for the storage and administration of medication (NB Schedule 8 medications such as Ritalin and Dexamphetamine) All medications are stored in the medical storage room which is locked and can only be accessed by the First Aid officer or the Senior Executive
- Keeping and storing records of all medication administered
- Developing procedures to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy
- Following protocols that incorporate safety and security considerations for students approved to self-administer medication and/or self manage a health condition
- Reminding students (where necessary and in an appropriate manner) about taking medication

SELF ADMINISTRATION OF PRESCRIBED MEDICATIONS BY STUDENTS

While the common law duty of care does not extend to students who are reasonably able to self administer, the College does have a duty of care to ensure that the self administration is carried out safely.

EMERGENCY MEDICATIONS

The College will not administer medications in an emergency unless they form part of the care plan for the student say for instance in the event of an anaphylactic reaction or asthma attack. In other cases an ambulance will be called.

Related and Supporting Policies and Documents

- Guidelines for Administering Medication in Schools
- Student Medication Administration: Parent Request Form
- Privacy Policy

A CHECKLIST FOR THE ADMINISTRATION OF MEDICATIONS

It is important that the College develop routine procedures for the administration of all prescribed medication during College hours.

Any routine will ensure that:

- parents are provided with relevant forms and letters
</studentsupport/studenthealth/individualstud/formletters/index.php>
- a location/s is/are specified for the administering medication which is/are as private and easily accessible as possible for students and relevant staff
- the administration occurs at a time when privacy is easier to ensure and there is minimal disruption to school routine
- the administration occurs, as far as possible, at approximately the same time on a particular day
- the student's identification, prescribed medication, dosage and route of administration can be verified, and where possible, checked by a second person
- one person who has volunteered and is trained, is responsible for administering the prescribed medication
- alternative arrangements agreed to with parents can be implemented in case of staff absence
- a record is kept of the administration of prescribed medication
- safe hygiene practices are carried out
- non-compliance by the student is addressed as soon as possible with the parent
- prescribed medications can be administered when variations in school routine such as excursions occur
- that staff know to raise any concerns about prescribed medication or consumables that have not been supplied as agreed or unexpected side effects, with the principal so that they can be discussed with the parent.



PARENT 5 DAY MEDICATION AUTHORITY

I, _____ being the parent/guardian of _____ in Class _____, ask the staff at St Maroun's College to administer the following medication as prescribed by my child's medical or other practitioner.

Doctor/Practitioners Name: _____ Phone: _____

Medication (use medical name): _____ Expiry Date: _____

Reason: _____

Dose: _____ Frequency: _____

This information must agree with label on medication

Before Food With Food After Food

Manner for which medication is to be administered Oral Nasal

Eye Ear

Has your child already had the first dosage of this medication today? Yes No

Administration of Medication by Staff

Date	Time	Dose	Given by (Print name & sign)	Witnessed by (Print name & sign)

Signature of Parent/Guardian: _____ Date: _____

A separate form must be completed for each child and each medication. This authority expires one week from the date of signature. If medication is long term, a new form must be completed each week. If medication continues past 2 weeks a Doctor's Authorisation is required. Please hand this completed form and medication directly to the administration office.

Do not leave medication in your child's bag or locker, as this could be a serious health and safety risk. All medication must be kept out of reach of children.

I, _____ (staff member to print name) have received the above medication and confirmed that the information on the label, is the same as the information above.

Sign _____ Date _____



PARENT MEDICATION AUTHORITY

I, _____ being the parent/guardian of
_____ in Class _____, ask the staff at St Maroun's College to administer the
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Doctor/Practitioners Name: _____ Phone : _____

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Dose: _____ Frequency: _____

This information must agree with label on medication

Before Food With Food After Food
Manner for which medication is to be administered Oral Nasal
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Has your child already had the first dosage of this medication today? Yes No

Signature of Parent/Guardian: _____ Date: _____

A separate form must be completed for each child and each medication. This authority expires one week from the date of signature. If medication is long term, a new form must be completed each week. If medication continues past 2 weeks a Doctor's Authorisation is required. Please hand this completed form and medication directly to the administration office.

Do not leave medication in your child's bag or locker, as this could be a serious health and safety risk. All medication must be kept out of reach of children.

I, _____ (staff member to print name) have received the
above medication and confirmed that the information on the label, is the same as the information above.

Sign _____ Date _____

LEGAL COMPLIANCE

St Maroun's College First Aid Policy complies with the requirements of the:
Work Health and Safety Act 2011
Workers Compensation Act 1987
Workplace Injury Management and Workers' Compensation Act 1998
Work Health and Safety Regulation 2011
Workers' Compensation Regulation 2010

Policy Review

Last Reviewed: November 2013

Approved By: College Principal **Renewal Date:** 2015