

# St. Brigid's Catholic School New Norfolk

## Medication Policy

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<b>Date</b>	<b>24 September 2012</b>
<b>Version No</b>	<b>0</b>
<b>Responsible Person</b>	<b>Marty Ogle</b>
<b>Approved By</b>	<b>Joy Matar</b>
<b>Review Date</b>	<b>2015</b>
<b>Related Documents</b>	<b>9a Guidelines for Administering Medication in Schools, 9b Administration of Student Medication</b>

## MEDICATION POLICY

### PURPOSE

The purpose of this *Policy* is to establish a framework and provide directions for the administration of medication to students enrolled in the school.

### POLICY FRAMEWORK

This school acknowledges that the dignity, safety and well being of students are central to the values underpinning the school. The school 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 school. It is also acknowledged that, 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 normal school activities.

To meet its obligations this school is committed to:

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

### POLICY CONTENT

#### ***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 school 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.

### POLICY RESPONSIBILITY

#### ***Responsibilities of parents***

Parents are responsible for:

- Obtaining the relevant medication forms from the school and arranging for their completion and return
- Providing the medication in the original labeled container to the nominated staff member
- Ensuring the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken
- 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 school***

The school is responsible for:

- Informing the school community of school procedures for the administration of medication and the management of health conditions
- Providing parents with relevant medication forms for completion
- Providing information to and training for staff on the administration of medication for the health conditions about which parents have notified the school
- Developing a management plan (in consultation with parents) for students who require long term medication or management of a health condition at school
- Developing a safe system for the storage and administration of medication
- 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) about taking medication

### **RELATED AND SUPPORTING POLICIES AND DOCUMENTS**

- Guidelines for Administering Medication in Schools
- Medication Forms 1-5 contained in the guidelines
- Form 9b Register of Student Medication Administration
- Privacy Policy

## POLICY REVIEW

The policy will be reviewed within 24 months of its date of adoption, then periodically and not less frequently than every 3 years from its date of implementation.

POLICY DATES			
Formulated		Adopted	JUNE 2013
Implemented		Reviewed	
Next Review Due			
POLICY AUTHORISATION			
Principal	Mr Marty Ogle	Signature	