



College council will review this policy every three years or as directed by DET

Date approved: March 2018

Date of next review: 2021

RATIONALE

There are students who require medication on a prescribed basis, while other students, at times, may request the use of painkillers such as headache tablets. Firm guidelines in relation to the use of prescription and over-the-counter medications and to their storage at the College should be strictly followed to ensure student safety.

BROAD GUIDELINES

The following guidelines will be adhered to in relation to the use of medication at the College:

Medication will not be administered to any student unless supplied by parent / guardian with written consent. A medication request form must accompany the medication.

Medication must be:

- In the originally dispensed container; and
- Students' name and year level clearly marked on the medication.

When medication is administered to students, a record will be kept on file in the Health Centre.

- In an emergency situation where an ambulance is called, it is best no medication be administered in case some procedures are required on admission to hospital.

MEDICATION SECURITY

- All medication is kept in a secure cabinet.
- Each student will have a folder containing the Medication Request Form, the medication and all details of administration.
- All medication prescribed for a particular student will be retained solely for the use of that student.
- This cabinet is kept in a locked room for the safety of all students.

CAMP MEDICATION

- Any student requiring medication on camp will require a signed written consent form.
- The parent / guardian must contact the College Nurse prior to the camp to discuss and supply the medication which must be in the originally dispensed and clearly marked packet stating:
 - Name of Student;
 - Year Level;
 - Medication Dose;
 - Time of Administration; and
 - Prescribing Doctor.

This medication, as well as a signed letter stating the above information and the reason for the medication, should be handed to the nurse at least 3 school days prior to going on camp.

- Students needing medication on camp to control illnesses such as diabetes, epilepsy and asthma should have the medication supplied in the same manner stated above, as well as an individual management plan.

Parents are required to provide medication to the school nurse for all life threatening conditions. In cases where parents do not provide such medications the student will be withdrawn from classes and will be provided with work to complete under supervision until the medication is provided to the school nurse. To minimise risks, students will have their recess and lunch breaks at alternate times.