Biblical Basis

**John 13:34-35**
“A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.”

**Galatians 6:10**
Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.

**1 Corinthians 13:6-7**
6 Love does not delight in evil but rejoices with the truth. 7 It always protects, always trusts, always hopes, always perseveres

**Philippians 2:4**
Each of you should look not only to your own interests, but also to the interests of others.

1. **Preamble**

Illawarra Christian School is committed to caring for the interests of others, to seeking their well-being and to doing good to all, especially those within our Christian school community. This care is inherent in Christ’s command that we love one another.

Illawarra Christian School therefore provides for the administration of medications and the on-going care of students under medication within and according to the following policy.
2. **General Procedures**

- **Enrolment:** At the enrolment of a student at ICS and as required, the school will require each family to provide and maintain an updated health record including immunisation records, details of student’s past and present medical conditions.

- Require each family to provide information and medical reports and management plans (for students with asthma, diabetes, epilepsy, severe allergies and the likes) on current medical conditions, which will enable the school to effectively manage their children’s health conditions.

- Provide information and training to all relevant staff and school parents regarding the health status of students, when required.

- **On-going Care:**

  - Excursion permission slips will ask parents to indicate medical or other information relevant to the excursion.

  - Health care will be administered by those approved to do so.

  - Significant information will be posted in staff-rooms, including serious allergies in accordance with the ICS Privacy Policy.

3. **Administration Of Medication**

- Parents or guardians of students with conditions that require the administration of any medication must ensure that the school is aware of the condition being treated, and have provided full details of the medication, including dosage, frequency, significant side effects, duration of treatment and any other relevant information, in legible and non-technical language.

- Unless medically indicated, administration timings should be aligned with recess and lunch times.

- All medication (for students K to 12) will be lodged with the Campus Office and controlled in a secure location, except where the school holds appropriate documentation and issues the student with a written authorisation to retain the medication and self administer without supervision. The student must retain this authorisation and produce it at school, when requested. (K-6 children’s authorisation will be retained in their Boomerang Books, until the authorisation expires, with a copy stored in the Campus Office).

- Any medication, which reaches its expiry date, will be returned immediately to parents for disposal. Those medications purchased by the school will be appropriately disposed of when they reach their expiry date.
- All Prep medications will be retained by the teaching staff for administration and will be kept in a locked cabinet.

- Parents/Guardians/Carers are responsible for ensuring the prescribed medication and correct quantities are available to the school, and informing the school of any medication change. All medication is to be delivered clearly labelled with name, class, medication identification, dosage and expiry date and accompanied by the Administration of Medication Authority correctly completed. It is Parents/Guardians/Carers responsibility to ensure that the School is provided with medication that is in date.

- In the case of children who are self-administering their medication, they should only bring sufficient for a single day’s dosage/s, where appropriate.

- It is desirable that medication lodged at the Campus Office be issued to the student under supervision of two staff members, one of whom must hold a current First Aid certificate.

- The procedure for the administration of each dose will be as follows:
  - Prior to administration of any medication, the qualified staff member will confirm the identity of the student; confirm the medication name, dosage and time; expiry date and check that the medication has not already been administered for that dose.
  - Confirming the administration of the medication to the student
  - Return the medication to secure storage
  - Record the details of the dose given in the school medication record (see below).

- The Campus Office will maintain a record of scheduled medications. Where a student does not report to the office, the student’s roll teacher/coordinator will be informed. If repeated (e.g. 2 or more doses in a week) non-attendance occurs, or if Administration of Medication Authority indicates failure to comply is critical, the roll teacher/coordinator is to inform the parents as soon as practicable.

- Non-prescribed pain killing medication is not a first aid treatment and will not normally be issued to students.

- Medication will not be administered, unless written Parent/Guardian/Carer permission has been provided.

- Medication shall only be administered by persons with appropriate qualifications. Minimum qualification being a First Aid Certificate. When students are involved in off-campus activities, parents should ensure that
required medications are provided, and that the Campus Office is informed of their child’s needs. The Campus Office will ensure that the provided medication is sent on the off-site activity with the relevant teachers.

- When students are involved in overnight activities, including camps, the activity co-ordinator may administer non-prescription pain killing medication if prior written approval has been obtained from the Parents/Guardians/Carers. A written record of this administration shall be kept.

- When students are involved in overnight activities a current medical form must be completed for each student in attendance prior to the activity and relevant medications must be provided to the student (if they have school permission to self administer) or to the Campus Office (if student does not have school permission to self administer) who will ensure that the provided medication is sent on the overnight activity with the relevant teacher.
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<td>1.2</td>
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ILLAWARRA CHRISTIAN SCHOOL

ADMINISTRATION OF MEDICATION AUTHORITY

The completion of this Authority allows the school to responsibly undertake its duty of
care to our students. This form must be completed for all medications brought to school,
whether they are to be administered by the student themselves, or by school personnel.
Thank you for your co-operation.

STUDENT’S NAME: ______________________ CLASS: ______________________
DATE OF BIRTH: ______________________
Name of medication: ______________________
Time to be given: ______________________
Section 1.01 Dosage: ______________________ (per dose)
Section 1.02 Daily? YES/NO If NO, please explain when____________________
Administration continues until _____/____/_____ OR until further notice in writing.
Significant side effects, for which we should be monitoring are: ______________________

Do you give your permission for your child to retain and self-administer this medication?
YES/NO
(If YES, your child will be issued with a copy of this form, which they must retain and
present when requested. This form will be valid until the administration date has expired. K-6 children will retain their form in their Boomerang Books until the
administration date has expired.)
Parent/Guardian/Carers Signature: ______________________ Date: ______________________
Roll Teacher’s Signature: ______________________ Date: ______________________