

Student Medication Policy



The College aims to provide an environment where students can lead happy, healthy and safe lives. We recognise that all areas of College life have an impact on student health and well-being. Therefore the College continues to develop whole school health programs, including drug education, in the College's general education program.

Students who require medication to be taken regularly at school must firstly have parent permission on the form which is available at the K-6 and 7-10 Offices. The Student Services Staff will safely store the medication and it will be administered in a safe and supervised environment. Please inform the College if any medication is prescribed for your child.

The following guidelines detail a reasonable set of expectations for the management of prescribed and non-prescribed medications in the College and include details of the responsibilities of people in the College community to support the health of its students. Parents/carers can access these guidelines via the School Drug Policy, available on the school website.

1. The Principal has designated that the K-6 and 7-10 Student Services Staff will supervise the administration of medications to students.
2. All prescribed and non-prescribed medications are to be taken to the Student Services Staff, in the K-6 and 7-10 offices whose responsibility it is to secure the medications in a fixed, locked container accessed only by designated staff members. Under no circumstances are students to keep their medications with them during the school day.
3. All medications brought to school (including those for topical application) are to be accompanied by written authority on the relevant forms.
4. All medications are to be brought to school in the original containers. Prescribed medications must include the pharmacy label showing instructions for administration. With written permission from a parent/legal guardian and with the approval of the school principal, the students may be responsible for their own personal inhaler.
5. All dosages administered by the Student Services Staff are to be recorded on the relevant forms.
6. Parents/carers are required to notify the school, using appropriate forms, of any changes to the medical condition of a student and/or changes in behaviour and performance associated with treatment. Parents will be reminded at regular intervals through the school newsletter.
7. Where medication is delivered to the school without written authority, attempts will be made to obtain verbal authorisation from parent/carer. Verbal authorisation is to be followed up with written authorisation as soon as possible. Failure to obtain verbal authority will mean the medication will be kept in a secure location until collected by parent/carer.
8. If symptoms persist after a reasonable time, parent/carer will be contacted to take the child home or to seek medical attention.

9. Staff will be provided with training to administer medication, as required e.g. in the use of an EpiPen for jack-jumper bites.
10. Medical Action Plan information will be kept in the main staffroom and will contain only that information pertinent to all staff. Information of a confidential nature and not required by all school staff will be kept by the Principal.
11. Where a student has a serious and unforeseen reaction to a medication administered either at home or school, emergency services will be contacted after initial efforts to contact parents/carers or other 'emergency contacts'.
 - Non-prescribed oral medication (such as analgesics and over-the-counter medication) should not be administered by teachers or other members of the school staff. Symptoms such as a fever, headache, earache or toothache are considered possible indicators of medical conditions that require further investigation by the appropriate health practitioner. It is not recommended that school staff administer paracetamol or analgesics to students experiencing these symptoms.
 - The school recommends that students who are ill or injured do not participate in sporting activities likely to worsen the illness or injury.
 - Office staff in the Years 7-10 area are not permitted to distribute paracetamol or antihistamines when needed without written consent from the parent or carer. If you would like the Student Services Staff to give your child a paracetamol or antihistamine when necessary, please fill out the relevant form available at the 7-10 Office and provide the Student Services Staff with the paracetamol or antihistamine in its original packaging, with your child's name on it.
 - Office staff in the K-6 area are not permitted to give your child paracetamol. If your child requires a paracetamol, you will be called to either take your child home sick, or give them the paracetamol yourself.

Excursions and extracurricular activities

Parents/carers of students with a medical condition are required to complete a Medical Condition form and return it to the school prior to their child's participation in any overnight excursion, day excursion or sporting activity.